**All City Schools staff members are required to have been fully vaccinated against COVID-19, or to have applied for and received a medical or religious exemption from this mandate.**

**Related positions are contingent on board approval.**

Responsible for the development and administration of Human Capital policies and procedures and the administration of health and welfare programs such as medical, prescription, dental, life and vision plans employee assistant programs, unemployment, and worker's compensation. Directs pre-employment services, procedures, and required background checks.

**Essential Functions**

- Directs the administration and development of all health and welfare programs, including medical and dental, disability, life and AD&D, employee assistance programs, unemployment, and worker's compensation, pensions, investments and savings.
- Ensures the preparation of reports and application required by law to be filed with federal and state agencies, such as Form 5500, SAR, PBGC.
- Directs the development of request for proposals for various employee benefits, health and welfare plans, and HC Services.
- Oversees the administration of health and welfare for all employee groups in accordance with union contract provisions, federal, state, and local laws and regulations, and City Schools' policies, procedures, and guidelines.
- Recommends actions designed to improve administration and operational policies and financial stability.
- Advises the Chief Human Capital Officer on policies and procedures related to pre-employment.
- Coordinates implementation of new policies, monitors existing policies, and communicates information to appropriate entities.
- Directs staff in the interviewing, testing, placing, appraising, transferring, promoting, demoting, and terminating activities related to employee services.
- Maintains knowledge of trends in education through attendance at seminars and workshops.
- Acts on behalf of Chief Human Capital Officer in officer's absence.
• Defines strategic direction for area of responsibility, and leads assigned teams in developing recommendations for strategic long-term goals related to assigned area of responsibility.
• Develops project plans, work breakdown structures and schedules required to successfully complete projects on time and within budget constraints.
• Manages assigned teams in the development, design, review implementation and periodic re-evaluation of project plans and strategies to support the achievement of the departmental goals and objectives.
• Provides appropriate supervision, mentoring, and professional growth and development opportunities to assigned staff. Such responsibilities include the development and implementation of professional growth plans to include keeping abreast of current developments, literature, and technical sources of information.
• Ensures the provision of quality products and services throughout the lifecycle of assigned projects. Leads teams in the design, development, implementation, monitoring and documentation of quality and reliability improvement plans and procedures. Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities, and methods.
• Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies and the professional standards.

Maximum Salary 137344.00
Minimum Salary 103009.00

Desired Qualifications

• Bachelors’ degree in human capital administration or a related field of study. Master’s degree preferred. Degree (s) must be from an accredited college or institution.
• Five years of supervisory/administrative/leadership experience required, including experience in policy administration, benefits, labor relations and union agreements. Seven to ten years experience preferred.
• Senior Professional in Human Resources (SPHR) desirable.
• Knowledge of ERISA, COBRA, FMLA, HIPPA, and other regulations affecting employee benefit plans, as well as federal and state laws and regulations relating to human resource management.
• Knowledge of current issues in human resource management, problems, and challenges faced by large urban school systems.
• Interpersonal skills that ensure effective team building.
• Excellent verbal and written communication skills, including making presentations to diverse groups.
• Proficient in the knowledge and use of technical computer applications including Microsoft Word, Excel, Outlook or comparable software.

Full time or Part time Full time
Additional Details

Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
- Upload copies of all transcripts - undergraduate, graduate and all MSDE Certifications
- Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
- All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
- All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link: http://www.baltimorecityschools.org

Baltimore City Public Schools does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, or age in its employment, programs and activities and provides equal access to the Boy Scouts of America and other designated youth groups. For inquiries regarding the nondiscrimination policies, please contact Equal Opportunity Manager, Title IX Coordinator Equal Employment Opportunity and Title IX Compliance Office 200 E. North Avenue, Room 208 Baltimore, MD 21202; 410-396-8542 (phone); 410-396-2955 (fax).

This position is not affiliated with any bargaining unit.

This position is affiliated with the City Retirement Plan.