The Human Capital Partner is assigned as the primary human capital service provider to a group of 25-35 Principals (for School Staffing Solutions) or District Office Supervisors (for District Staffing Solutions). The Human Capital Partner is responsible for advising Principals or Supervisors, in their roles as lead human capital managers of their schools or offices, to enable them to hire, develop, evaluate, engage, and retain great staff in all roles. The Human Capital Partner serves as a general human capital subject matter expert and liaison between Principals or Supervisors and specialized subject matter experts in the Human Capital Office. The Human Capital Partner is expected, above all else, to provide impeccable customer service to Principals or Supervisors in their strategic and operational human capital efforts. This includes providing comprehensive human capital data to Principals and Supervisors and assisting them in analyzing those data and making informed human capital decisions.

**Essential Functions**

- Facilitates and performs all actions related to strategic human capital reform to ensure all workforce requirements are met for all assigned schools and/or offices.
- Builds and supports a highly effective and talented workforce to support student achievement through effective management practices and processes.
- Establishes and maintains a strong, positive working relationship with assigned principals and/or central office management to support the sourcing, assignment, onboarding, induction, licensing, retention, development and performance of the overall workforce and the performance of high quality candidates for all positions.
- Performs all functions related to the employment lifecycle (recruiting, selection, hiring, licensing/certification, performance management and retention), serving as the principal's and/or central office management's primary point of contact for the Human Capital Office and human capital efforts.
- Supports assigned principals and/or central office management in the planning for and the assignment of staff, including but not limited to projected vacancies, staffing overages and transfer actions, temporary/substitute assignments and other human capital actions recommended by the requisite decision makers in accordance with organizational needs and budgetary parameters.
- Interacts with principals, central office management and others to facilitate understanding and implementation of established human capital policies, regulations and standard operating procedures.
- Performs credential reviews for candidates in accordance with established district, state and federal regulations and requirements.
• Provides human capital metrics and analytics reports to inform principals, managers and executive leadership to enable fact-based decision making and to support the organization in staying abreast of workforce needs/supports, patterns and trends.
• Assists assigned principals and/or central office management in analyzing relevant data regarding employee effectiveness, placement/fit, attrition, absenteeism and other significant levers required to improve workforce productivity and effectiveness.
• Keeps abreast of changes in City Schools' policies, procedures, negotiated agreements, school/student achievement and business function data, performance data and core human capital areas as they relate to delivering quality human capital services to all customers and increasing workforce effectiveness;
• Responds to and addresses human capital questions and concerns from customers to include but not limited employee relations, certification, benefits, compensation, labor relations, and staffing;
• Prepares and distributes communications concerning policies and procedures to ensure staff is well informed and knowledgeable about human capital matters.
• Collects related human capital information and reviews it with specific district departments to ensure issues and concerns are addressed in a timely manner.
• Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
• Coordinates and performs a variety of routine human capital transactions and provides advice and training staff on interviewing, testing, certifying, placing, appraising, transferring, promoting, demoting and terminating activities related to employee services.
• 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.
• Performs other duties as assigned.

Maximum Salary 77403.00
Minimum Salary 62384.00

Desired Qualifications

• Bachelor’s degree required in human resources, education, business administration, organizational leadership, or a closely related field from an accredited college or university. Master’s degree in one of the same fields preferred.
• At least four years of experience required in multiple human capital functional areas including but not limited to recruiting, staffing, onboarding, employee benefits, certification, compensation, evaluation, talent development, employee/labor relations, human capital data and systems; or at least two years of experience required providing direct human capital- and/or education-related services to Principals or Supervisors in an educational organization that is
comparable to the services outlined in the performance responsibilities for this role.

- Bachelor's degree from an accredited college or university in a field not closely related to one of the four named fields will be accepted from candidates with at least one additional year of experience outlined above.
- Advanced skills in the use of Windows environment and applications including Microsoft Word, Excel, PowerPoint, Microsoft Publisher and Outlook.
- Experience in using Human Resource Information Systems (HRIS) such as Taleo, Oracle, or PeopleSoft strongly preferred.
- Knowledge of principles and processes for providing customer and personal service to include customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Familiarity with local, state and federal laws, guidelines that guide workforce employment decisions and support.
- Ability to objectively analyze data and make recommendations on a variety of administrative issues.
- Ability to remain flexible in a creative and challenging work environment.
- Excellent oral, written and presentation skills; Excellent interpersonal and organizational skills with demonstrated ability to identify, prioritize, organize tasks in order to efficiently and effectively accomplish assigned and self-generated tasks.
- Demonstrated ability to work collaboratively with teams and independently.
- Valid Class C Noncommercial driver's license and daily access to personal transportation.
- Experience in an educational setting preferred.
- Current PHR, SPHR or CHCS certification from the Society for Human Resource Management or Human Capital Institute preferred.

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 affiliated with the Paraprofessionals and School Related Personnel (PSRP) bargaining unit.

This position is affiliated with the City Retirement Plan.