

Human Resources Executive Officer

The Howard County Public School System (HCPSS) is one of the leading school systems in Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social-emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the direction of the Deputy Superintendent, the Human Resources Executive Officer (HREO) establishes and executes a clearly articulated vision and strategic plan to shape and drive the direction of the Offices of Human Resources and Employee and Labor Relations. This position leads the overall implementation of innovative strategies to recruit and retain a highly qualified, diverse, and culturally proficient workforce to ensure the success of all students. The HREO collaborates with HCPSS leaders to implement human resources and employee and labor relations practices that comply with state and federal laws and HCPSS policies, procedures, and negotiated agreements. This position requires an inspiring, collaborative, courageous, innovative, and visionary leader with outstanding people and management skills.

ESSENTIAL POSITION RESPONSIBILITIES

- Supervises the Executive Director of Human Resources and the Director of Employee and Labor Relations.
- Supports teaching and learning through strategic staffing of highly qualified staff in coordination with the Chief Schools Officer and other HCPSS leadership.
- Develops and utilizes efficient processes to collect, analyze, and report data-driven decisions.
- Collaborates and communicates with internal and external partners to share and solicit information and to support HCPSS goals and priorities.
- Supports the Executive Director of Human Resources and Director of Employee and Labor Relations in consultation with administrators on sensitive personnel issues for the purpose of assisting in effective decision-making and enforcing all relevant policies, procedures and regulations.
- Oversees the efficient hiring and retention of a diverse and culturally proficient workforce.
- Oversees the development and monitoring of budgets for the Offices of Human Resources and Employee and Labor Relations.
- Ensures that all recruitment, hiring, and termination processes comply with state and federal laws and HCPSS policies, procedures, and negotiated agreements.
- Oversees implementation of HCPSS Policy 7000, Workforce Diversity and Inclusion.
- Serves as a Human Resources representative to the Board of Education negotiating team.
- Collaborates with the Executive Director of Human Resources and Coordinator of Recruitment and Hiring to develop strategic recruitment and retention plans.
- Develops a consistent monitoring and evaluation cycle for continuous improvement of human resources and employee and labor relations process and plans. Reports results and progress to the Superintendent, Deputy Superintendent, and the Board of Education.
- Collaborates with the Chief Equity and Innovation Officer, other school system leaders, and HCPSS bargaining units to evaluate and improve employee well-being and maintain a supportive work and learning environment.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

A combination of education and experience may be considered. Use the application, letter of introduction, and resume to specifically address each qualification.

Education

- Master's degree from an accredited college or university in human resources/personnel administration, business administration, personnel administration, educational administration, or a related field.

Experience

- Five (5) years of comprehensive human resources administration experience, three (3) years of which should include:
 - Supervision of professional staff.
 - Experience with change management and monitoring and evaluating human resources processes, procedures, and Key Performance Indicators (KPIs).
 - Direct communication, collaboration, and partnership with a Board of Education/Executive Leadership team, government officials, and internal and external stakeholders.

PREFERRED QUALIFICATIONS

- Professional human resources certification (e.g., SHRM, HRCI, IPMA).
- Three (3) years of human resources administration experience in a mid-size to large PreK-12 public school setting.
- Experience participating in or leading collective bargaining negotiations within the last two (2) to three (3) years.
- Experience conceptualizing and initiating innovative human resources processes, procedures, or programs in a large complex organization.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

- Knowledge of human resources management, including state and federal laws, rules, policies, and procedures concerning the rights and privileges of prospective, current, and former employees.
- Knowledge of developing key human resources and employee and labor relations processes for the purpose of increasing operational efficiencies and assuring high levels of customer service.
- Knowledge of the recruitment lifecycle and best practices for employee retention.
- Knowledge of the principles and techniques of leadership, organizational development, supervision and personnel management.
- Knowledge of current PreK-12 public education issues.
- Knowledge of the annual school system budget process.
- Ability to successfully organize and manage multiple high-priority projects at once.
- Ability to collaborate and build relationships with internal and external stakeholders and demonstrate a commitment to equity and excellence for all students.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to utilize a variety of technology platforms and identify opportunities to streamline processes and improve efficiency.
- Skilled in the development and implementation of presentations and training for a variety of internal and

external stakeholders.

- Skilled in long-range planning and project management.
- Skilled in setting and communicating clear expectations, providing specific feedback, and motivating teams to perform at high levels.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Executive Unit. The minimum starting salary for this position is \$183,000. Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION REQUIREMENTS

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact recruitmentinquiries@hcpss.org.

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.