

Executive Director, Human Resources

The Howard County Public School System (HCPSS) is one of the leading school systems in Maryland and the nation. 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 Human Resources Executive Officer, the Executive Director of Human Resources develops, coordinates, and implements a strategic plan for the Department of Human Resources aligned with the Superintendent’s systemic priorities. This position oversees initiatives that diversify the workforce and build an inclusive culture. This position will provide strategic and tactical oversight to the Department of Human Resources in the following content areas: talent acquisition, onboarding, classification and compensation, position control, credentialing and certification, data reporting, leave of absence, retirement, etc.; and will work cross-functionally to create an inviting, cohesive, and positive employee experience and work culture.

ESSENTIAL POSITION RESPONSIBILITIES

- Serves as a change agent and action-oriented leader to implement transformative programs and processes focusing on customer service and enhancing the applicant and employee experience.
- Supervises, develops, and evaluates the Department of Human Resources Leadership team.
- Provides direction in recruitment efforts to obtain highly qualified candidates for vacancies and staffing needs, leadership in establishing and maintaining a system of fair and defensible hiring practices and ensures equitable practices in the selection and promotion of employees.
- Supervises the implementation of all personnel actions including, but not limited to, employee transfers, promotions, and terminations.
- Oversees the development of the monthly Board of Education Personnel Report.
- Oversees the development and implementation of a strategic plan focused on workforce diversity, retention, recognition, and well-being to support the Superintendent’s systemic priorities.
- Manages the creation, evaluation, and assessment of all processes and procedures within the Department of Human Resources for process improvement and efficiency to enhance services.
- Develops and implements human capital performance metrics to measure departmental success and drives continuous improvement initiatives.
- Participates in the management, development, and implementation of the Department of Human Resources budget.
- Leads the collection and reporting of human capital data, including the Human Resources Annual Report.
- Attends Board of Education meetings, serves as a member of the Board of Education negotiation team, and represents the Human Resources Executive Officer in meetings as necessary.

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 for the vacancy.

Education	Experience
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<p>Bachelor's degree from an accredited college or university.</p>	<ul style="list-style-type: none"> • Eight (8) years of human resource management experience including: <ul style="list-style-type: none"> ○ Four (4) years of experience supervising teams of human resources professionals. ○ Four (4) years of experience managing multiple content areas, such as recruiting, benefits, classification, compensation, performance management, employee relations, labor relations, leave of absence, retirement, total rewards, human resources data reporting, etc. within a human resources office or department.
<p>Master's degree from an accredited college or university.</p>	<ul style="list-style-type: none"> • Six (6) years of human resource management experience including: <ul style="list-style-type: none"> ○ Four (4) years of experience supervising teams of human resources professionals. ○ Four (4) years of experience managing multiple content areas, such as recruiting, benefits, classification, compensation, performance management, employee relations, labor relations, leave of absence, retirement, total rewards, human resources data reporting, etc. within a human resources office or department.

PREFERRED QUALIFICATIONS

- Master's degree from an accredited college or university in human resources/personnel administration, business administration or a related field.
- Certification as a human resources professional by the Society for Human Resource Management (SHRM), Human Resources Certificate Institute (HCRI), International Public Management Association (IPMA), or other relevant certifications.
- Managing human resources teams within a K-12 or educational institution setting.
- Working knowledge of collective bargaining agreements within the public sector.
- Wage and salary, high-volume recruitment, incentives, job analyses, or classification experience.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

- Thorough knowledge of human resource management principles, procedures, and practices.
- Full comprehension of federal, state, and local laws, rules, and regulations that govern human resource management.
- Strong familiarity with ADA, FMLA, FLSA, OSHA, Worker's Compensation, Unemployment Regulations, and other Compliance regulations.
- Excellent organization and time management skills.

- Demonstrated long-range planning and project management experience.
- Proven track record for serving as a change agent and action-oriented leader to implement transformative programs and processes relating to human resources.
- Verifiable experience building a high-performing team within a positive working environment.
- Exemplary human relations skills.
- Ability to evaluate and manage highly sensitive and confidential situations.
- Ability to work effectively with diverse populations (students, teachers, clerical, support staff, administrators/supervisors, and other constituents and stakeholders).
- Excellent written, verbal, and interpersonal skills.
- Ability to build relationships and foster a sense of customer service.
- Intermediate to advanced computer and typing skills.
- Capacity to analyze information and make logical decisions.
- Ability to inspire and guide a team towards achieving goals.
- Capability to adjust to new conditions and challenges.
- Skills to build cross-functional relationships.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based upon 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 salary range for this position is \$170,000-\$180,000. 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 complete 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 experience 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.