

**Orange County Public Schools
Job Description**

SENIOR EXECUTIVE DIRECTOR, HUMAN RESOURCES

QUALIFICATIONS:

1. Master's degree in human resources or education leadership.
2. Five (5) years of education leadership or management experience (school system experience is desirable).
3. Three (3) experience negotiating labor agreements for large organizations.
4. Preferred experience as a Chief Negotiator.
5. Demonstrated success working with and through people in establishing goals, objectives and action plans consistent with district goals.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of organization and management theory and practice.

Knowledge and understanding of human resources management, including labor relations, equal employment opportunity, performance appraisal and accountability systems.

Knowledge of school finance, budget development and implementation and support services delivery systems.

Knowledge and experience with SAP technology system

Ability to work and communicate effectively with people to focus resources (both human and financial) toward the achievement of district goals.

Ability to facilitate group processes in consensus building, conflict resolution, planning and decision making.

Understands that quality teaching and learning are the essential processes and product of public schools and has the ability to focus human and financial resources toward this end.

REPORTS TO:

Chief of Staff

JOB GOAL:

To plan and manage the district's Human Resources Department in an efficient and effective manner in support of the district's learning communities and departments consistent with the district's goals.

SUPERVISES:

Director, Employee Relations; Senior Business Process Specialist; Senior Director, Compensation Services; Director, Employment Services; Director, Human Resource Compliance; Senior Director, Management Leadership Academy

MACHINES, TOOLS, EQUIPMENT:

Machines, tools, equipment, electronic devices, vehicles, etc., used in this position. Telephone, Computer, (Personal Computer and Mainframe), Automobile, Copier

PHYSICAL REQUIREMENTS:

Describes physical conditions of this position.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITY:

Senior Executive Director - HR
02/16/2018

Physical activities of this position. Percent of a typical day involved in each applicable activity is noted.

Percentage

- 70 Sitting: Resting with the body supported by the buttocks or thighs.
- 10 Standing: Assuming an upright position on the feet, particularly for sustained periods of time.
- 10 Walking: Moving about on foot to accomplish tasks, particularly for long distances.
- 5 Bending: Lowering the body forward from the waist.
- 5 Reaching: Extending hand(s) and arm(s) in any direction.
- 5 Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position through the use of the upper extremities and back muscles exerting up to 10 pounds of force.
- 80 Finger Dexterity: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
- 70 Grasping: Applying pressure to an object with the fingers and palm.
- 90 Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
- 90 Hearing Acuity: The ability to perceive speech and other environmental sounds at normal loudness levels.
- 90 Visual Acuity: The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

Note: Will total more than 100 percent as several activities may be performed at one time.

WORKING CONDITIONS:

Conditions the worker will be subject to in this position.

Indoors and Outdoors: The worker is subject to both environmental conditions. Activities occur inside and outside.

PERFORMANCE RESPONSIBILITIES

- * Manifests a professional code of ethics and values.
- * Responds to internal and external customers in a timely, accurate, courteous and empathetic manner representing OCPS in a positive light.
- * Models the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks.
- * Functions as Orange County Public Schools' Chief Negotiator.
- * Manage functions and services in the Human Resources Department consistent with district goals.
- * Develop plans and identify expected outcomes for each section for which he/she is responsible.
- * Plan and direct a system of feedback and assessment of services provided by the Human Resources Department as perceived by the users of those services.
- * Direct, oversee, and evaluate the performance of each manager reporting directly to him/her in terms of productivity in achieving the district goals.
- * Provide leadership and manage the Human Resources Department consistent with federal, state, and district regulations and assist central office departments and learning communities with compliance issues.

- * Direct the establishment and maintenance of clear lines of communication, dissemination of information and decision making within the department and between departmental staff, learning communities, and other departments.
 - * Follow the district's policies and procedures as related to all HRMD guidelines and the district's instructional initiatives.
 - * Follow the district's policies and procedures related to fixed assets.
 - * Develop leadership in subordinates.
 - * Responsible for keeping up to date on current technology being used by OCPS. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.
 - * Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by those they supervise.
 - * Responsible for self development and keeping up to date on current research, trends and best practices relevant to the area of responsibility.
 - Perform other duties and responsibilities as assigned by supervisor.
- * Essential Performance Responsibilities

TERMS OF EMPLOYMENT:

Non-bargaining unit compensation plan, twelve months, 8.0 hours per day.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board Policy on Evaluation of personnel.