



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

STAUNTON CITY SCHOOLS/CITY OF STAUNTON

POSITION DESCRIPTION

JOB TITLE: Chief Human Resources Officer	LOCATION: City Hall
IMMEDIATE SUPERVISOR: Division Superintendent/City Manager	GRADE/RANK: Grade 23
	FLSA STATUS: Exempt

SUMMARY:

The Chief Human Resources Officer plans, directs, manages, and administers a comprehensive human resources program for the City of Staunton/Staunton City Schools. This program is to include the following: recruitment/selection/staffing, employee relations, grievance administration, employee benefits, policy development/maintenance, employee training, salary scales, job descriptions, performance planning, recognition programs, evaluation and management, public safety selection/testing and promotional processes, and classification/compensation.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Provides guidance and assistance to City Council/School Board, City Manager/Superintendent, department heads, principals, supervisors/managers, constitutional officers and line employees;
- Serves on and/or chairs assigned committees (i.e. Employee Benefits, etc.);
- Represents City/Schools at VEC hearings and appeals;
- Serves as voting member on the SAW Health Insurance Consortium;

- Attends City Council/School Board meetings serving as lead staff on human resources issues;
- Plans, directs, and coordinates recruitment of city/school personnel; provides leadership to the City of Staunton/Staunton City Schools in the area of workforce diversity; will direct and support inclusive recruitment and retention initiatives throughout the organization and work in close collaboration with schools/departments including administrators and hiring managers at all levels of the organization;
- Coordinates administrative and supervisory participation in the personnel selection process; and recommends qualified applicants to the Division Superintendent/City Manager for job vacancies; extends offer of employment to applicants;
- Interprets and administers wage and salary schedules, and authorizes payment and/or adjustment;
- Supervises preparation and adjustment of annual and continuing employment contracts for school employees;
- Administers, supervises, and interprets license regulations and procedures; and supervises the notification process for professional personnel of licensure renewal;
- Develops and maintains a budget for Human Resources;
- FLSA, OSHA, ADA and HIPAA compliance responsibility;
- Title VII, IX, EEO and Harassment Compliance Officer;
- Acts as designee of Division Superintendent in conferences of non-renewal of contract of probationary teachers, grievances, and other due process hearings;
- Interprets and administers city/school division personnel policies and regulations to employees;
- Reports on the status of city/school programs and services at the request of the Superintendent/City Manager;
- Prepares reports as requested by the Virginia Department of Education;
- Supervises staff assigned to Personnel Department;
- Stays informed of current Human Resource trends and programs for the City of Staunton and Staunton City Schools;
- Models non-discriminatory practices in all activities;
- Performs related duties as assigned by the Division Superintendent/City Manager in accordance with the school/system policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the philosophies, principles, and practices of public human resources administration, including wage and salary administration, training, employee relations and fringe benefits program. Thorough knowledge of K-12 public schools/local government organization and administration; ability to express ideas effectively both orally and in writing; ability to analyze facts and prepare detailed recommendations and reports; ability to plan,

supervise and review the work of subordinates; ability to establish and maintain effective working relationships with government officials, associates and the general public.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Candidate must be a graduate of an accredited college or university to include an advanced degree in appropriate area. Leadership experience in a Human Resource environment is required.

SPECIAL REQUIREMENTS

Candidate must possess personal skills reflecting flexibility, cooperation, and concern for the human element of education/city government. Must be able to provide own transportation to school-related/city functions throughout the city. Travel to recruitment fairs, program/department locations within the city is required. Frequent operation of office equipment is required. Candidate must possess good moral character.

PHYSICAL DEMANDS/REQUIREMENTS

Duties performed typically in settings to include Central Office/City Hall and schools/city departments throughout the City of Staunton. Frequent walking, stooping, standing, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or materials weighing up to approximately 40 pounds may be required. Other limited physical activities are required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions. Regular contact with staff members, school administrators/city supervisors, and applicants is required.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Chief Human Resources Officer will be required to follow any other instructions and to perform any other related duties as assigned by the Division Superintendent/City Manager. Staunton City Schools/City of Staunton reserve the right to update, revise or change this job description and related duties at any time.

EVALUATION

The Division Superintendent and City Manager will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.

Approved by: Division Superintendent/City Manager

Date: 2019