

Muscogee County Schools Chief Human Resources Officer

Muscogee County Schools
Chief Human Resources Officer (19409)

JOB POSTING

Job Details

<i>Posting ID</i>	19409
<i>Title</i>	Chief Human Resources Officer

Description

POSITION TITLE:	Chief Human Resources Officer	FLSA:	Exempt
SALARY:	\$127,074 entry level	WORK DAYS:	240
LOCATION:	Muscogee County Public Education Center	REPORTS TO:	Muscogee County School District Superintendent

PRIMARY FUNCTION: The job of Chief, Human Resources Officer is done for the purpose(s) of planning, implementing, directing and maintaining the district's personnel services; serving as a resource and maintaining staffing to ensure that personnel functions conform to district, state and federal requirements; and serving as an integral member of the leadership team.

REQUIREMENTS:

1. Educational Level: Master's Degree in job related field
2. Certification/ License: SPHR/PHR or SHRM-SCP Preferred
3. Experience: Job related experience within a specialized field with increasing levels of responsibility is required
4. Equivalency: 10 or more years' experience in Human Resources Management or educational leadership administrator with job related training and certification
5. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
6. Knowledge, Skills, & Abilities: Specific knowledge based competencies required to satisfactorily perform the functions of the job include: strong knowledge of local, state and federal codes, policies, regulations and laws related to the Human Resources function, strong knowledge of MCSD policies and procedures

ESSENTIAL DUTIES:

- Administers a wide variety of personnel policies and programs (e.g. orientation, contracts, compensation schedule, local benefit plans, workers comp, and risk management programs, etc.) for the purpose of conforming to district policies, relevant laws, contracts and agreements
- Advises and coaches district supervisory staff on human resources issues (e.g. directors, principals, supervisors, etc.) for the purpose of improving the efficiency and effectiveness of District human resources utilization and management
- Collaborates with other district administrative personnel for the purpose of implementing and/or maintaining services and programs
- Collaborates with district counsel (e.g. personnel documents, records, memos, employee discipline, etc.) for the purpose of preparation for any personnel litigation situation
- Develops and maintains an effective position control system for the purpose of meeting District goals within budget considerations
- Facilitates and participates in meetings, workshops and seminars (e.g. School board meetings; district representative for state and community entities; professional organizations; advisor and/or coach to managerial staff on human resources utilization and management, etc.) for the purpose of conveying and/or gathering information required to perform functions
- Investigates grievances and/or complaints from employees (e.g. sexual harassment, pay and/or assignment disputes, etc.) for the purpose of reaching resolutions that provide a healthy work environment
- Maintains documents, files and records and data (e.g. personnel records, certification and licenses, benefits information, staffing recommendations, etc.) for the purpose of providing up-to-date information for district decisions and an audit trail for compliance
- Monitors department financial activity for the purpose of ensuring that allocations are accurate, expenses are within budget and/or fiscal practices are followed
- Oversees a comprehensive human capital management program for all employees and potential employees that includes the continuum of human resources processes of attracting, recruitment, selecting, onboarding, development, evaluating, recognizing, and

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	
<i>Salary Code</i>	Per Year	<i>Job Category</i>	District Administrative
<i>External Job Application</i>	Professional Non-Teaching	<i>Internal Job Application</i>	Professional Non-Teaching
<i>Location</i>	Muscogee County Public Education Center	<i>Posting Status</i>	Active

*Minimum Qualifications:
Screening*

Job Application Timeframes

<i>Internal Start Date</i>	<i>General Start Date</i>	03/22/2019
<i>Internal End Date</i>	<i>General End Date</i>	04/26/2019

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	Robin Savell	<i>Title</i>
<i>Location</i>		<i>Phone</i>
<i>Email</i>	Savell.Robin.W@muscogee.k12.ga.us	

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Certified/Professional - Non-Teaching
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