



AN EQUAL OPPORTUNITY EMPLOYER

**PLEASE POST**

## **Harford County Public Schools**

Human Resources Office  
102 S. Hickory Avenue, Bel Air, Maryland 21014  
Telephone 410-588-5226  
www.hcps.org

### **ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES**

To provide leadership and direction for all employment practices and human resources services for the school system. To lead and direct the collective bargaining and staff relations functions of the school system.

#### **DUTIES AND RESPONSIBILITIES INCLUDE:**

*These items are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.*

- Serves as a member of the HCPS Leadership Team.
- Provides leadership in the planning and conducting of all personnel functions including selection, assignment, evaluation, promotion, discipline, and termination of employees.
- Manages activities of employees with the Human Resources Division.
- Facilitates the collective bargaining process for the Board of Education.
- Establishes terms and conditions of employment for employees' groups through negotiations and contract interpretation.
- Presents, interprets, and implements state and county rules and procedures concerning employment, certification, and retirement.
- Develops and recommends procedures, guidelines, rules, and regulations for effective administration of existing policies.
- Develops and recommends policies related to salaries, wages, hours, benefits, and working conditions not included in agreements and memorandum of understanding.
- Serves as the Superintendent's representative in matters related to employee relations, including grievances and complaints.
- Provides counsel to the system's employees regarding Human Resource activities and services.
- Implements discipline and dismissal procedures where applicable.
- Oversees the establishment of Equal Opportunity efforts.
- Maintains complete and accurate records concerning applications, contract, certification, service, study, etc.
- Develops and implements the HCPS benefits programs with consultants and third party administrators.
- Serves as the HCPS liaison on the Harford County Insurance Consortium.
- Administers the employee benefit program and the Criminal Background Investigation program.
- Directs budget preparation for the Human Resources function.
- Keeps informed of federal and state laws, court decisions, State Board of Education decisions, and other matters relevant to staff relations.
- Gives leadership to the program of notice and preliminary selection concerning the filling of administrative and supervisory positions.
- Provides employees opportunities to confer on personnel matters.
- Administers the recruitment, selection, placement, and transfer of employees.
- Provides in-service activities for administrators and supervisors on staff relations.
- Promotes and implements a program of employee recognition along with a program related to employee absences.
- Possesses all technology skills required in operation of Human Resources Office.
- Directs the implementation, operation, and scope of use for Human Resources integrated business system.

- Assumes responsibility of problem solving and making recommendations regarding issues that arise in human resource functions.
- Performs other work-related duties as assigned.

**SALARY:** This is a twelve-month administrative position with twenty days of annual leave. Annual salary is \$131,595.

**REQUIREMENTS:**

- Master's degree from an accredited college or university in the area of human resources, labor law, labor relations, education or a related field.
- Five years of successful administrative experience. Experience in human resources and labor relations are preferred.
- Proven leadership and problem solving skills.
- Successful experience in personnel administration and labor relations or school administration and negotiations.
- Excellent customer service skills.
- Ability to address the multiplicity of issues affecting human resource management.
- Effective communication skills both oral and written with diverse populations.
- Demonstrated administrative ability and experience in a continuous improvement environment.
- Proficiency with computer technology and Microsoft Office Suite.

**APPLICATION:** Individuals meeting the employment qualifications for the position and desiring to be a candidate may obtain an application from our web site, [www.hcps.org](http://www.hcps.org), any of the Harford County Public Schools, or from the Office of the Superintendent at 102 S. Hickory Avenue, Bel Air, Maryland 21014. A resume will not be accepted in lieu of an application.

**DEADLINE:** This posting will remain open until the position is filled. Applications must be returned to the Office of the Superintendent.

July 15, 2010

The Harford County Public School System does not discriminate on the basis of race, color, sex, age, national origin, religion, sexual orientation, marital status, genetic identification, political affiliation, or disability in matters affecting employment or in providing access to programs for employees. Inquiries related to the policies of the Board of Education of Harford County should be directed to the Director of Public Information at 410-588-5203.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

***AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE***