



## **ASSISTANT DIRECTOR, WORKFORCE PLANNING & ORGANIZATIONAL DESIGN**

**Job Description  
January 21, 2015**

**Bargaining Unit: SPSO**

### **Position Summary**

This position directs the Workforce Planning, Specialized Services (i.e., leaves, benefits, retirement) and Job Analysis functions for the Human Resource Department. Provides supervision to staff and determines appropriate service response times, key measures and priorities in order to provide timely delivery of services.

### **Reporting Relationship**

This position reports to the Executive Director, Human Resources

### **Responsibilities**

The essential functions of this position include, but are not limited to, the following fundamental duties:

Plan, direct and supervise all activities relating to the workforce planning, specialized services and job analysis functions. Develop, implement and control function activities in a manner that ensures cost effectiveness, market competitiveness and internal equity among employees.

Lead the daily administration of services related to recruiting and selection, promotions, transfers, leave of absences and resignations in accordance with the overall objectives of the organization.

Develop a diversity strategy to increase the representation of teachers of color in SPPS through targeted recruiting and retention efforts including developing partner relationships with HBCUs, HSIs and diversity recruiting vendors.

Direct the job analysis and organizational design function for the district and provide recommendations to administrators and supervisors for implementing structures that support achievement of strategic goals and fully leverages talent of the employee population.

Identify trends that could impact organizational objectives and/or operational resources. Interpret appropriate laws and policies and advise employees and retirees accordingly.

Oversee the leave of absence process to ensure consistent application of district policy. Produce analysis of leave activity as requested in order to gauge program utilization.

Contribute to the Human Resources strategic plan by analyzing past results and developing subsequent goals and objectives for improvement.

Direct the completion of approved information requests from internal staff, as well as, the completion of surveys from governmental and other agencies.

Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

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### **Responsibilities (continued)**

Perform other related duties as assigned.

### **Knowledge, Skills and Abilities**

Considerable knowledge of Human Resources management functions (recruiting and selection, compensation, performance management).

Considerable knowledge of public sector employment practices including posting, advertising, promotional and civil service provisions.

Considerable knowledge of employment legislation pertaining to human resource administration.

Considerable knowledge of data privacy regulations and awareness of keeping confidential data secure.

Considerable knowledge of computers and word processing/business applications.

Working knowledge of an urban school district, school functions, and employee roles within a school district.

Considerable leadership skills, high ethical standards and self motivation.

Considerable communication skills, both oral and written.

Considerable interviewing skills and ability to process and analyze information presented in interviews to make sound recruiting and hiring decisions.

Considerable ability to interact effectively with a variety of people, including district staff, job applicants and the general public, representing diverse cultural, ethnic and socioeconomic backgrounds.

Considerable ability to quickly gain an understanding of the organization's goals and the ability to develop methods to achieve those goals.

Considerable ability to manage time effectively and work independently.

### **Minimum Qualifications**

Master's degree in Human Resources, Industrial Relations, business or a related field

Eight years of progressive Human Resources experience.

PHR or SPHR certification (or ability to prove past certification)

Minimum of 2 years supervisory experience