

Job Description

Job Title: Supervisor of Employment Services

Supervisor: Director, Human Resources

Job Classification: Exempt

Pay Grade: 44

Contract Length: 245 days

Job Summary

Position is responsible for developing, planning, monitoring, and ensuring the effective implementation of a broad range of human resources functions for the school division to include employment activities, recruitment, substitute staffing, teacher licensure and employee screening. Position develops, interprets, and recommends program goals and objectives, policies, procedures, and courses of action that align with the division's Strategic Plan; ensures compliance with state and federal regulations; serves as a consultant to administrators; and supervises employment departmental personnel.

Essential Duties

1. Develops and implements the school division's recruitment and retention plan and makes modifications on an annual basis. Assures compliance of such plan with the school division's Strategic Plan.
2. Manages the information systems related to recruitment and selection; works with various information systems departments to recommend changes or improvements to current systems and follows through to completion.
3. Interprets and ensures consistent enforcement of human resources policies, practices, and procedures.
4. Serves as a consultant and advisor to administrators and supervisors on building/departmental staffing needs, hiring decisions, and other human resources matters.
5. Supervises, evaluates, and directs the work of assigned human resources staff.
6. Participates in developing departmental goals, objectives, and plans.
7. Assists the Director of Human Resources with conducting a continuing study of human resources policies, programs, and practices; and recommends new approaches and procedures to effect continual improvements in the efficiency of the department and services performed.
8. Ensures compliance with state and federal regulations governing human resources activities.
9. Prepares budgeting and cost analyses of Human Resources activities as requested; and ensures that activities operate within appropriated amounts.
10. Assists the Director of Human Resources in development of Human Resources budget and in compiling and evaluating human resource requests from other functional areas for development of division wide budget.
11. Continually seeks ways to employ technology to better serve customers, eliminate unnecessary duplicate work, and produce needed information.
12. Manages the electronic content management software used for the storage and maintenance of personnel records.
13. Serves as the designated employer representative for the drug and alcohol testing program for the school division.
14. Models non-discriminatory practices in all activities.

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

Other Duties

1. Keeps abreast of developments and legislation in the field of human resources.
2. Performs any other related duties as assigned by the Director of Human Resources or other appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable

accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and Assets Required)

Must possess a Bachelor’s degree (Master’s degree preferred) in education, business, human resources, or a related field with extensive experience in a related human resources position to include experience in a supervisory capacity. Must possess a comprehensive knowledge of the principles, practices, and current issues involved with human resources administration. Must possess an extensive knowledge of state and federal regulations to include EEO, ADA, FLSA, and FMLA regulations. Must possess a demonstrated ability to plan, organize, and direct human resources activities. Must possess an extensive knowledge of methods for resolving employee relations disputes and the ability to prepare appropriate legal responses. Must possess a demonstrated ability to develop training sessions and speak effectively before large/small groups. Must possess excellent supervisory, management, interpersonal, and communication skills. Must be computer literate and possess a working knowledge of personal computer applications to include MS Office 2000/XP. Must possess a demonstrated ability to establish and maintain effective working relationships with school administrators, departmental staff, employees, and the public.

Working Conditions and Physical Demands

The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; to bend, to stoop, to sit on the floor, to climb stairs, to walk and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

Supervision Exercised: HR Coordinators, HR Technicians and HR Assistants

Supervision Received: Director of Human Resources

This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor of Employment Services will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Human Resources or other appropriate administrators. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) _____ Signature _____ Date _____