

CHIEF HUMAN RESOURCES OFFICER (DOE)

General Statement of Duties and Responsibilities

This is a management class of positions with various assignment levels. All personnel perform related work.

Under executive direction, with extensive latitude for the exercise of independent initiative and judgment, serves as the school system's chief personnel administrator, performing and overseeing highly confidential and sensitive work related to development, implementation, and application of relevant New York City Department of Education (NYCDOE) and Citywide human resources policies and procedures.

Examples of Typical Tasks

Acts on or directs personnel actions taken by the NYCDOE with respect to instructional staff and managerial and administrative employees in classified service.

Leads the implementation and management of programs and initiatives related to teacher recruitment, quality, and effectiveness; employee information services; and field/central support services.

Contributes to recommendations on negotiating strategies with employee unions, plays a decision-making role in union negotiation sessions and the crafting of collective bargaining agreements.

Oversees the development, implementation and administration of the agency's recruitment activities including employment policies and practices to ensure compliance with relevant City rules and regulations as well as agency procedures.

Manages the recruitment of high-quality teachers to meet the staffing needs of NYC public schools; leads initiatives to promote the equitable and quality distribution of teachers across all schools.

CHIEF HUMAN RESOURCES OFFICER (DOE) (continued)

Examples of Typical Tasks (continued)

Oversees the ongoing development and management of the HR Service Center that supports employees and applicants for the DOE. The Service Center is responsible for responding to human resources-related inquiries from DHR's employees and applicants, and processes transactional support for HR functions.

Administers all aspects of the Health and Welfare insurance program for all categories of employees.

Oversees the evaluation and classification of all support positions in classified service, including the proper determination of job title, assignment level, and salary for positions in the Management Pay Plan.

Oversees professional development, leadership development, employee feedback, and engagement opportunities in an effort to build capacity and retain talent.

Qualification Requirements

1. A baccalaureate degree from an accredited college or university in public administration, business administration, education administration, personnel administration, management or a related field and four years of satisfactory, responsible, fulltime experience in any of the above areas or in another area of specialization applicable to the position, at least 18 months of which must have been in an administrative, consultative, managerial or executive capacity; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have the 18 months of administrative, consultative, managerial or executive experience as described in "1" above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.