



EMPLOYMENT INFORMATION

Director of Employment

Position Title: Director, Employment

Division: Human Resource Services

Reports To: Executive Director, Employment

FLSA Status: Exempt

Salary Schedule: C1 (Doctorate), C1-1 (Specialist), C1-2 (Masters)

Work Days: 244

Evaluation Tool: HCSAPE

JD Revision Date(s): 8/23

Salary scales may be accessed via the following link: [2024-2025 HCS Salary Scales.](#)

Essential Duties:

- Provide administrative leadership to assigned Human Resources staff, including compensation, classification, and certification.
- Work with HR Administrators to develop and revise Board policies, administrative procedures, and guidelines related to employment practices and compensation/classification.
- Manage the development and implementation of a data-based employee retention plan based on compensation best practices to ensure high levels of staff retention.
- Manage compensation activities, processes, programs, and communications. Collaborate internal processes with Payroll to ensure the use of cohesive procedures.
- Ensure on-going market analyses and make recommendations for salary schedule modifications.
- Ensure experience verifications and salary scheduled placements for all job families are accurate and timely.
- Receive and respond to inquiries and concerns from employees, hiring authorities, District administrators, and applicants until a resolution is determined.
- Sustain and/or initiate procedures and controls relating to job classifications, job descriptions, compensation, and certification.
- Serve as a liaison between Human Resources and Finance, ensuring open and effective communication and employee satisfaction with compensation practices.
- Manage and execute employment processes including, but not limited to, certification processes, employment contracts, and contract release requests. Provide on-going assessment of these processes and make recommendations as necessary.
- Ensure district personnel are trained, as appropriate, in compensation guidelines and practices.
- Oversee effective position control practices and outcomes.
- Work with HR Administrators to ensure accountability for adhering to ESSA (Every Student Succeeds Act) requirements to include Professional Qualifications (PQs), 20-Day Notifications and certification requirements, and Right to Know Notifications.
- Oversee the compilation of District salary schedules, work calendars, and the publication of the HCS Compensation Guidelines Handbook.
- Ensure that an effective system is in place to provide pre-offers to all new employees, transfers, and upgrades, to include salary estimates.
- Appropriately input and extract data from the integrated platform in order to effectively manage the assigned HR functions.
- Keep abreast of federal and state laws and policies related to human resources, employment practices, compensation, and certification.

- Complete RESA(s), state and federal surveys and reports as required.
- Perform other duties and responsibilities as assigned.

Qualifications:

- Bachelor's degree required; Georgia Leadership certificate, preferred. SHRM or pHCLE certification, preferred.
- Five or more years of progressive and comprehensive experience in compensation, certification, and other HR processes, preferred.
- Experience with Excel, required.
- Ability to work independently and exercise professional judgement in decision-making.
- Exceptional integrity, commitment to confidentiality, excellent character, and strong professional reputation.
- Ability to abide by the Georgia Professional Standards Code of Ethics for Educators.
- Must be regularly, predictably, and reliably at work.
- Ability to be present at the physical worksite.
- Must perform tasks involving prolonged periods of standing, walking, and sitting.
- Must perform routine physical activities such as bending and lifting/pushing/pulling up to 50 pounds.
- Vision, hearing, written, and verbal communications are essential factors in performing required tasks.

To apply: Please visit www.henry.k12.ga.us and click on the *Careers* tab.