

**DEPUTY 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 the executive direction of the Chief Human Resources Officer (CHRO) with the broadest scope for the exercise of independent initiative and judgment, serves as the Division's Deputy Chief Human Resources Officer.

The Deputy CHRO plays a lead, decision-making role in the development and implementation of comprehensive human capital strategy policies and procedures and advises the CHRO on the implementation and management of programs and initiatives related to Human Resources administration, such as employee information services, human resource strategy and policy, organizational services, employee engagement and development, the teacher recruitment and quality as well as human capital field and information services and school support.

**Examples of Typical Tasks**

Participates in directing, controlling and setting comprehensive policy for all human resources activities for the Department of Education (DOE) in support of the mission of the school system.

Develops and implements goals and objectives to promote sound human resources management to recruit, hire, develop and maintain a talented, inclusive and diverse workforce focusing on optimizing Human Resources service delivery for instructional and field based staff, improving employee performance and engagement culture, and strategic initiatives in support of the agency

Oversees communications, management and implementation efforts, and operations for the Employee Engagement and Development Initiative (EEDI), Central Leadership Pipeline, and projects related to the Diversity and Inclusion.

Provides strategic support and guidance to the CHRO regarding policy guidance, execution and oversight for recruitment, staffing, performance management, employee engagement, workforce planning and compliance services to support principals, superintendents, Central Offices, and senior leadership.

**DEPUTY CHIEF HUMAN RESOURCES OFFICER (DOE)** (continued)

**Examples of Typical Tasks** (continued)

Develops and evaluates strategies for implementing Chancellor and Mayoral priorities. Takes leadership role in evaluation of human resources implications of senior leadership initiatives.

Oversees the evaluation, classification, compensation and staffing of all positions in the classified civil service, including positions in the Managerial Pay Plan and non-managerial titles.

Oversees compliance with Civil Service Law including all aspects of the use and disposition of civil service lists. Oversees and coordinates operational activities related to NYCAPS for the H bank population.

Oversees ongoing development and management of the HR Service Center that supports employees and applicants for the DOE. Adopts and directs the implementation of guidelines related to verification of employment eligibility, background checks, and other personnel transactions, granting of leaves, and transfers and terminations.

Advises the CHRO on the design, implementation and management of programs and initiatives related to pipeline development and staffing for pedagogical and instructional support employees, including partnering with key DOE and external partners on strategic recruitment, onboarding policies, and employee growth and career development.

Oversees support services to field and central HR staff on personnel operations concerning supervisory and non-supervisory pedagogical personnel including staffing and appointments, certification/licensing, transfers, and separations. Oversees summer school staffing systems and salary services.

Contributes recommendations on negotiating strategies with employee unions.

Oversees strategic recruitment and selection for teachers; oversees strategy for partnership work particularly with external talent sources; develops pipeline for the DOE and talent sourcing strategies to address bench strength deficiencies and projected talent needs in line with organizational objectives; oversees grants programs; builds partnerships across DOE teams on strategic recruitment initiatives for high needs teacher; oversees the implementation of programs and events to support these initiatives.

**DEPUTY CHIEF HUMAN RESOURCES OFFICER (DOE)** (continued)

**Examples of Typical Tasks** (continued)

Oversees creation of programs and policies to promote teacher career development and retention.

Oversees the sourcing, screening, processing and staffing of individuals for school support positions including substitute teachers, substitute paraprofessionals, full time paraprofessionals, and school aides as well as pupil personnel positions. Oversees special initiative scholarship and incentive programs, and the SubCentral system (an automated process of absence reporting, substitute selection, notification and assignment).

**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, full-time 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. A combination of 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.