



# **CITY OF WATERBURY, CONNECTICUT BOARD OF EDUCATION**

**INVITES CANDIDATES TO APPLY FOR:**

## **DIRECTOR OF PERSONNEL AND TALENT MANAGEMENT**

### **ABOUT WATERBURY PUBLIC SCHOOLS**

The Waterbury Public School (WPS) system consists of 34 schools and programs which educate our 19,000 students. The 1700 professional staff and over 1000 support staff lead the next generation of emerging leaders, in their pursuit to find answers to critical questions and gain knowledge. The diversity of our students is our greatest asset and a source of enormous pride, with 54% being Hispanic, 22.5% African American, 18% Caucasian and 5.5% of students who identify as other nationalities. Our district is highlighted by neighborhood schools and district wide Pre-K programs that support kindergarten preparedness. We are home to the State of the art Career Academy, a magnet School of Excellence, comprehensive high schools with rigorous academic offerings, intensive social and emotional support programs, and nationally recognized teachers. We offer a variety of student clubs and activities united by culture and innovation, robust sports and athletic programs and a network of community organizations engaged in the education of our children. An unwavering commitment from our elected officials and school community ensures the educational needs of our students are paramount. WPS is committed to providing high quality instruction by implementing individualized, researched based practices to empower student to reach their own potential and become productive members of society. Our schools foster a diverse and dynamic culture that meets the challenges of a changing global society.

### **WATERBURY PUBLIC SCHOOLS PHILOSOPHY**

The mission of the Waterbury Public Schools is to establish itself as the leader in Connecticut for urban education reform in partnership with the State Department of Education and the entire Waterbury Community. The school system will provide opportunities for all students to maximize their skills and talents in an atmosphere where teaching and learning flourish under the never wavering belief that all students are unique and can become respectful, responsible, productive citizens vital to our community.



## Points of Interest

- ♦ UCONN Waterbury Campus
- ♦ Naugatuck Valley Community College
- ♦ Post University
- ♦ Waterbury Public Schools serving 19,000 students with 34 schools incl.: Career Academy-School of Excellence
- ♦ Brass Mill Mall
- ♦ 30 Public Parks
- ♦ 4 Private & 2 Public Golf Courses
- ♦ 2 Indoor Skating Facilities
- ♦ Naugatuck River Greenway-Pedestrian & Bicycle route connected to Train Station and a number of parks
- ♦ Palace & Seven Angels Theatre
- ♦ Waterbury Symphony & Ballet
- ♦ Mattatuck Arts and History Museum
- ♦ 9th Largest City in New England—Population 110,000
- ♦ City Health Care— Waterbury Hospital, St Mary's Hospital & Cancer Center

## COMMUNITY PROFILE AND HISTORY

### Description & History

The original settlement of Waterbury dates back to 1674 and the city's name is a reference to its proximity to the Naugatuck River and its many tributaries which flow through the heart of the city. Like many New England "river and rail" cities and towns, nineteenth-century industrial development created a vibrant local economy, jobs and great wealth, leading to Waterbury's position as the "Brass Capital of the World" and nickname "Brass City." As in the past, Waterbury today is tapping into its creative energy to forge a new future, turning to creative roots, natural resources and geographic advantages to move forward.

Located only two hours from New York and Boston off of interstate 84, Waterbury is a great location to live, work, learn and play. Waterbury, Connecticut, is a city that is going places; with a highly skilled workforce, a robust infrastructure, and manufacturing companies that have re-invented themselves to adapt to the new economy. City Healthcare providers are cutting edge. Waterbury neighborhoods are thriving with new schools and businesses that are coming into the City. But the real gift to the region is the cultural flavor that remains in the neighborhoods established by early immigrants, which gives Waterbury its diverse personality, rich traditions, and highly engaged people.

### Live, Work, Learn & Play

#### Live

The sense of neighborhood identity and pride is so important that Waterbury has some of the most active neighborhood associations in the State. Their efforts focus on protecting the small-town character and livability of their communities as they plan neighborhood block parties, concerts and beautification projects. There are over twenty distinct and diverse neighborhoods - many with their own community center, park, school, and sports associations - that offer a place for everyone in Waterbury. These well-preserved and diverse neighborhoods are often recognized as one of the City's greatest assets.

#### Work

Waterbury's downtown center, with its rich mix of historic architecture surrounding a classic New England Green, is undergoing a true renaissance with the expansion of the UCONN Waterbury campus. Downtown reflects the "City Beautiful Movement" in landscape architecture as historic Cass Gilbert government buildings are linked by Grand Street to Union Station, which houses the offices of the local daily newspaper. A small portion of the building still serves the train line. The City, working in partnership with the State of Connecticut, continues to improve the Metro-North branch line at Waterbury. The station is the terminus of the Waterbury branch of Metro-North's New Haven line and is the most used. In fact, more than 1,000 people commute from Waterbury to New York City daily.

#### Learn & Play

Note: See the points of interest list for a sample of the educational, recreational and cultural facilities that make Waterbury a great place to be.



## **DIRECTOR OF PERSONNEL AND TALENT MANAGEMENT—JOB DESCRIPTION**

Under the direction of the Superintendent of Schools, working very closely with the Chief Operating Officer, this position is responsible for the development and administration of personnel and labor relations in the Department of Education; provides leadership, direction and guidance for the strategic initiatives and day-to-day operations of Talent recruitment and development of certified and non-certified staff, personnel records and leave policies, collective bargaining and compliance with various state and federal rules and regulations.

- Supervises 10 staff members including: Talent & Professional Development Supervisor, Senior and HR Generalist, HR Assistants and administrative staff.
- Oversees and handles such issues as: unemployment compensation, affirmative action goals, training and development, investigation of complaints (discrimination, harassment, etc.), fair enforcement of leave policies, staff evaluations, performance evaluation for certified staff, recruitment etc.
- Serves as chief spokesperson in collective bargaining negotiations with the assistance of senior staff and labor attorney.
- Coordinates and prepares for grievance, arbitration hearings and other labor relations and personnel issues.
- Coordinates personnel functions and labor functions with the City's Director of Human Resources (some positions in the Public Schools are under City Civil Service rules and City's union contracts—such as this position).
- Prepares and presents reports for Board of Education and State Department of Education related to Human Resource data, policies, and labor contracts.
- Provides leadership and support to management and their subordinates regarding their professional responsibilities, organizational develop, employee services and overall human resources strategic plans.



## **QUALIFICATIONS:**

Ten (10) years of progressively responsible experience in public or private personnel/human resources administration or service in education or public administration, including five (5) years in the supervision of a professional staff, experience in selection/recruitment, training, labor relations, and human resources, with a familiarity of affirmative action programs. Bachelor's degree and considerable knowledge of Human Resources, Labor Relations, Industrial Relations, Personnel, Business Administration, Public Administration, Education Administration or related field required.



## **CHARACTERISTICS OF THE IDEAL CANDIDATE**



- ⇒ Demonstrates the ability to develop, articulate and implement a vision of excellence.
- ⇒ Creates an environment of positive customer service, open communication and continuous improvement.
- ⇒ Models the qualities of fairness, equity, integrity and honesty in professional dealings with others.
- ⇒ Thorough knowledge of human resources laws and policies and enforces them consistently and even handedly.
- ⇒ Considerable management and administrative skills in the areas of organizational planning, communications, interpersonal relations and ability to be a multi-tasker handling the details and seeing the big picture.
- ⇒ Excellent oral and written communication skills and effective professional presentations skills.
- ⇒ Comprehensive knowledge of Federal, State and local regulations, laws and policies related to labor and employment law especially the CT Municipal Employee Relations Act and the Teachers Negotiation Act.
- ⇒ Respect and promotes diversity, values all people and cultures.
- ⇒ Understands how to select, induct, develop, evaluate and retain personnel who assist the school system in accomplishing its mission, vision and values.
- ⇒ Ability to use and understand HRIS and applicant tracking programs to provide useful data to senior staff and to assist with strategic planning .

**Summary:** Key strategic role in managing educator talent for the district's success means that recruitment, selection, distribution, induction, professional development, performance management and evaluation, compensation, and career progression need to be restructured to boost teacher and principal effectiveness in ways that dramatically improve instructional practices and student learning. Candidate understands that to accomplish current goals to educate all children to world-class performance standards then schools need talented and well-prepared teachers and leaders to strategically manage. This will be done via the human capital in education and restructuring of the entire human resource system

## **CHALLENGES AND OPPORTUNITES**



- ◇ Responsible for the recruitment of Teachers, Para-Professionals, some Administrators and approximately 300 Grant employees while working with the City Civil Service for white and blue collar employees.
- ◇ Improve the use of applicant tracking system to provide data of recruitments and provide additional information for the hiring supervisors.
- ◇ Responsible for working with City HRIS programs to insure accurate records and data about employees for various reports such as affirmative action and maintaining records of certifications and training.
- ◇ Establish protocols for hiring process, on-boarding, exit interviews - develop an expedited process and improve the perception of the human resources department.
- ◇ Promote training of all supervisors related to handling personnel issues, conflict resolution, and when to inform human resources. Need to promote professional development.
- ◇ Develop a customer service oriented department—understand your audience which includes: community, administrators, teachers, staff, students, and Board of Education.
- ◇ The successful candidate will need to develop a team, review organization to determine if reorganization and cross training is needed, be proactive to improve operations.
- ◇ Opportunity to make changes, be solution driven, think outside the box to improve the department and the school system with a relatively new administration, while respecting the good work already done.



# Waterbury Public Schools

## District Organizational Chart

### BOARD OF EDUCATION

Clerk of the Board

Public Relations

Superintendent of Schools

Executive Administrative Assistant,  
Administrative Specialist III

Deputy Superintendent

Assistant  
Superintendent

**NORTH**  
• Bucks Hill  
• Carrington  
• Kingsbury  
• Reed  
• Regan  
• Sprague

**EAST**  
• Chase  
• W. Cross  
• Generali  
• Walsh  
• Wilson

Assistant  
Superintendent

**WEST**  
• Bunker Hill  
• Driggs  
• Duggan  
• Enlightenment  
• Gilmarin  
• Hopeville  
• Maloney  
• Rotella  
• Tucker  
• Washington

Assistant  
Superintendent

**HIGH & MIDDLE**  
• Adult Education  
• Crosby  
• Kennedy  
• North End  
• Wallace  
• Wilby Arts Magnet  
• Wilby Career Academy  
• West Side  
• Wilby

Chief Academic  
Officer

Director of Special  
Education

Special  
Education  
Supervisors  
• Social  
Workers

Student  
Services  
Supervisor

Climate &  
Attendance  
Coordinator

**Curriculum  
Supervisors**

- Bilingual
- Early Childhood
- Health & Phys Ed
- Reading & ELA
- Research & Testing
- School Readiness
- STENEX-12
- STENEX-12

Director of  
Personnel & Talent  
Management

Talent &  
Professional  
Development  
Supervisor

Human Capital  
• Certified  
• Non-  
Certified

Personnel  
Records &  
Payroll

Collective  
Bargaining

Compliance  
• FEO  
• Title IV  
• CHRO  
• Etc.

Chief Operating  
Officer

School Inspector

Security & School  
Safety Coordinator

Management, Info  
& Technology

School/Community  
Liaison

Family Intake  
Center

Food Service

Transportation

Legal Counsel

Family & Community  
Engagement Center

Chief Financial  
Officer

Accounts Payable

Accounts  
Receivable

Budgets

Grant Accountant

Grants Supervisor

Grants Writer

Student Activity  
Fund

Revised 1/24/2019



## Compensation and Application Process

### Director of Personnel and Talent Management for Waterbury Public Schools

#### Salary Range \$110,000-\$130,000

- \* Fringe Benefits—choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement defined contribution 5%/5% each; paid holidays, vacation and sick leave
- \* To Apply you must complete an application which can be found on the City website at: Home Page of Human Resources—Click on Director of Personnel and Talent Management for details and see official job posting for applications instructions:
- \* <http://www.waterburyct.org/content/9569/9605/9625/default.aspx>
- \* Application can be found at bottom of Human Resources Home page or with this link
- \* [http://www.waterburyct.org/filestorage/9569/9605/9625/City\\_of\\_Waterbury\\_General\\_Job\\_Application\\_R1.3.2019.pdf](http://www.waterburyct.org/filestorage/9569/9605/9625/City_of_Waterbury_General_Job_Application_R1.3.2019.pdf)
- \* Or visit Civil Service Office, Chase Municipal Building, 236 Grand St., 2nd Floor, Rm 202, Waterbury, CT 06702 for application and notice of position.
- \* Applications accepted until sufficient applications are received— first screening of applications will be on March 8, 2019—Copies of Degree or Transcripts (official certified copies not required) and applicable Certifications must be submitted with Application. Applications must be submitted via mail to office above or via email at [smorgan@waterburyct.org](mailto:smorgan@waterburyct.org) or Fax to 203-574-8087. To receive points for Residency and/or Veteran Status—documents (proof of residency, DD214) must be attached to application packet as instructed on HR website. Resumes may be added (but not substituted for application) to packet—all questions must be completed on application
- \* Testing/Exam process will include oral exam/interview panel
- \* If you have questions about the position please contact our consultant—Ms. Randi Frank at [randi@randifrank.com](mailto:randi@randifrank.com) or 203-213-3722. Please note only official applications to the City of Waterbury will be reviewed and must be submitted by Feb. 28 at 4:50 p.m.



*City of Waterbury is an Equal Opportunity Employer—E.O..E. M/F/H/V*

*EEOP Utilization Report available upon request*

