



CODE: 0634
UNIT: SPT
FLSA: Exempt

CLASSIFICATION TITLE

CHIEF HUMAN RESOURCES OFFICER

SUMMARY

The Chief Human Resources Officer develops and executes the workforce strategy in partnership with the Deputy Superintendent of Operations and the Leadership Team to support the District's vision and strategy. Serves as a member of the Superintendent's Leadership Team advising district leadership regarding current and future human resource issues. Facilitates, serves, and supports the leadership development of District Administrators relating to Human Resource Management.

MINIMUM REQUIREMENTS

Master's Degree in Personnel Management, Business Administration or a related field.

Five (5) years of progressively responsible experience in Human Resources Leadership.

Demonstrated knowledge of the collective bargaining process, and state and federal law as they relate to human resource management.

Ability to use high level interpersonal skills in order to maintain effective relationships.

Experience developing and managing budgets.

Experience facilitating the development and implementation of a strategic plan.

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

PREFERRED REQUIREMENTS

Three years of demonstrated experience in K-12 Education personnel administration.

Demonstrated experience in process improvement or the re-engineering of a Human Resources Department.

Experience in a large urban educational setting or school district.

Bilingual (English/Spanish).

Experience with ERP implementation.

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Provides direction and oversight of the Human Resources (HR) Department with planning that is aligned with District strategic goals and objectives.

Coordinates and manages the District staffing plan, wage and salary development, and ensures a highly qualified and diversified workforce for TUSD.

Assists the Deputy Superintendent of Operations in organizational analysis and development.

Collaborates and assists in collective bargaining processes.

Supervises the evaluation process for the HR organization as well as overall supervision of the evaluation of all personnel within the District.

Plans, directs and monitors the application and employment process of certified and classified employees.

Advises the Executive Team on the formulation and implementation of human resource plans, policies, programs, procedures and services.

Prepares personnel reports and coordinates recordkeeping to meet requirements of the school system and agency programs required of the school system.

Provides leadership and resources needed to develop foundational training activities.

Explores and initiates innovative solutions to organizational, fiscal and management problems.

Directs the preparation and administration of the Department budget and ensures efficient and effective use of fiscal, material and human resources to accomplish department goals and objectives. Provides input into developing the District budget.

Manages and maintains a comprehensive human resources information system and processes in collaboration with the Technology Services Department.

Establishes and leads interdepartmental teams to address complex district issues. Creates and maintains a culture of collaboration and continuous improvement among assigned staff.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities.

Interprets Governing Board policies, state and federal regulations, and bargaining unit agreements to ensure TUSD compliance with overall Human Resource practices. Collaborates with the Legal Counsel on areas that require legal interpretation.

Performs other incidental tasks as assigned by the Deputy Superintendent of Operations.

Adheres to all court orders, District policies and regulations, and state and federal laws.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Computer proficiency. Uses office equipment such as telephones, copiers, printers and fax machines.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling and significant fine finger dexterity. Generally the job requires sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. This job is performed in a generally clean and healthy environment.

CONTROL, SUPERVISION

Supervision of Human Resources staff and other District personnel, as required.

M:DOC/JOBS/JOB 0634

New: 3/09

Revised: 8/09, 5/10, 9/11, 10/13, 4/14

USP Rev: 4/14