

**Job Title:** CHIEF HUMAN RESOURCES OFFICER  
**Reports to:** Superintendent of Schools  
**Dept./School:** Executive Office  
**Wage/Hour Status:** Exempt  
**Date Revised:** March 25, 2024

### **Primary Purpose**

The Chief Human Resources Officer is a Cabinet-level position who serves under the general direction of the Superintendent. The Chief Human Resources Officer is responsible for leading the Human Resources team to ensure high quality staffing and retention of staff in San Felipe Del Rio CISD. This position is instrumental in the implementation of human resource programs to include professional and auxiliary staffing, wage and salary administration, leave administration, performance appraisals, employee relations, and benefits. The individual will recommend and implement legally sound and effective human resource management programs, policies, and practices.

## **QUALIFICATIONS**

### **Education/Certification**

Master's degree

Texas Mid-management or other appropriate Texas Principal certificate

Texas Teacher Evaluation Support System (TTESS), preferred

### **Special Knowledge/Skills**

Knowledge of the selection, training, and supervision of personnel

Knowledge of wage and salary, benefits, and employee communications programs

Knowledge of school employment law and hearing procedures

Ability to interpret policy, procedures, and data

Ability to manage budget and personnel

Strong communication, public relations, and interpersonal skills

### **Experience**

Five years successful administrative experience or supervisory position, including experience in personnel management, supervision and evaluation of staff, employer and employee relations, or similar areas.

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Administrative Responsibilities**

1. Provide updates and recommendations to keep the Superintendent informed on district human resource matters.
2. Direct the planning, development, coordination and evaluation of operations of the human resources department including establishing department goals and objectives.
3. Oversee the management of the district's leave, health insurance, optional employee benefits, workers' compensation, and unemployment compensation benefit programs including overseeing relationships with insurance vendors and third party administrators.
4. Recruit, train and supervise department staff and make sound recommendations relative to personnel placement, assignment, retention, discipline, and termination. Ensure that department operations contribute to the attainment of district goals and objectives.

5. Develop human resources operations financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.
6. Accomplish special project results by identifying and clarifying issues and priorities; communicating and coordinating requirements; expediting fulfillment; evaluating milestone accomplishments; evaluating optional courses of action; changing assumptions and direction.
7. Serve as the District's Policy Contact and oversees the development and maintenance of Board policies.
8. Interpret policies and procedures and ensure support of officers, directors, principals, employees and other government agencies on employment, record keeping, retirement, grievance, and other personnel matters and procedures.
9. Ensure compliance with local, state and federal laws regarding human resources management and development. Stay abreast of state and federal public policy changes that could affect the district. Implement the policies established by federal and state laws, State Board of Education rule, and local board policy in the area assigned.
10. Supervise the Transportation Director and the administrative operations and activities of the Transportation Department.
11. Supervise the School Health Services Coordinator and the administrative operations and activities of the district's School Health Program.
12. Develop and administer the human resources budget based on documented needs and ensure that operations are cost-effective and funds are managed wisely.
13. Oversee personnel records management and ensure compliance with the state records management program.
14. Serve as the District's Title IX Coordinator.
15. Serve as the District's Election Coordinator.
16. Attend regular meetings of the Board of Trustees.

### **Personnel Management**

17. Supervise, evaluate, and provide guidance for the job performance of Employee Benefits and Support Services Coordinator, HRIS Coordinator, HR Coordinator, Employee Benefits Secretary, Human Resources Specialist(s), Secretary for Chief Human Resources Officer, Receptionist(s) and the Transportation Director.
18. Establish written processes and procedures relative to all aspects of Human Resources, Employee Benefits and Support Services and the Transportation Department to ensure effective execution of staff responsibilities for the various departments under the Chief Human Resources Officer. Define the duties of the personnel under the Chief Human Resources Officer.
19. Establish systems for verification to ensure accurate execution of job duties and responsibilities related to all areas for the departments under Chief Human Resources Officer. Evaluate job performance of employees to ensure effectiveness.
20. Establish standards operational, organizational and procedures handbook for respective offices under the Chief Human Resources Officer. Develop training options and/or improvement plans to ensure exemplary operations.
21. Ensure accountability in employee performance with appropriate and documented administrative action, as necessary.

- 22. Recruit, train, and supervise personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.
- 23. Promote a positive work environment that fosters high staff morale and excellence in the district.
- 24. Serve as liaison between the Superintendent's Office and staff.

**Community Relations**

- 25. Assist the Superintendent with developing and publicizing press releases, notices, reports, presentations and briefings related to the vision, mission, and goals of the district.
- 26. Represent the District and Superintendent at public events and in various capacities with government and community organizations as assigned.
- 27. Demonstrate awareness of district and community needs and initiate activities to meet those needs.
- 28. Involvement in community organizations to network for possible employment candidates.

**Other Related Duties**

- 29. Ensure that department operations contribute to the attainment of district goals and objectives.
- 30. Attend board meetings regularly and make presentations to the board.
- 31. Participate in professional development activities to maintain current knowledge of human resources rules, regulations, and practices.
- 32. Maintain confidentiality of information.
- 33. Perform other duties assigned by Superintendent.

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Frequent district-wide and state-wide travel; occasional prolonged and irregular hours.

\*\*\*\*\*

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_