

**Job Title:** CHIEF HUMAN RESOURCES OFFICER  
**Reports to:** Superintendent of Schools  
**Dept./School:** Executive Office  
**Wage/Hour Status:** Exempt  
**Date Revised:** July 17, 2017

### **Primary Purpose**

Develops the vision, mission, goals and objectives for human resources in collaboration with other district leaders to ensure that SFDRCSID recruits, maintains, develops, recognizes and rewards a high quality workforce that can manage ongoing change successfully while meeting the diverse needs of students, parents and the community. Work involves directing the development and/or coordination of programs and policies in such personnel components as recruitment, staffing, employee relations, employee benefits, insurance, employee health services, leave administration, and risk management. Employee is also responsible for addressing employee complaints or concerns and acting as liaison to outside organizations and agencies involved in school personnel matters.

## **QUALIFICATIONS**

### **Education/Certification**

Master's degree in educational administration or higher from an accredited college or university in educational administration, personnel administration, or other closely related areas.

### **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**

### **Responsibilities**

1. Oversee all Human Resources initiatives, systems and tactics.
2. Implement human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, compliance, and labor relations.
3. Manage human resources operations by recruiting, selecting, orienting, training, coaching, counseling, and assistance when disciplining staff; maintaining compensation; customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.
4. 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.

5. 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.
6. Guide management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values.
7. Comply with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
8. Enhance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
9. Update job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

### **Personnel Management**

10. Supervise, evaluate, and provide guidance for the job performance of Employee Benefits and Support Services Coordinator, HR Assistant, HR Coordinator, Human Resources Leave of Absence Secretary, Human Resource Auxiliary/Substitute Specialist, Secretary for Chief Human Resources, and Receptionist.
11. Establish written processes and procedures relative to all aspects of Human Resources and Employee Benefits Support Services to ensure effective execution of staff responsibilities for the various departments under the Human Resource Officer. Define the duties of the personnel under the Chief Human Resources Officer.
12. 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.
13. Establish standards operational, organizational and procedures handbook for respective offices under the Chief Human Resource Officer. Develop training options and/or improvement plans to ensure exemplary operations.
14. Ensure accountability in employee performance with appropriate and documented administrative action, as necessary.
15. Recruit, train, and supervise personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.
16. Promote a positive work environment that fosters high staff morale and excellence in the district.
17. Serve as liaison between the Superintendent's Office and staff.

### **Community Relations:**

18. Demonstrate awareness of district and community needs and initiate activities to meet those needs.
19. Involvement in community organizations to network for possible employment candidates.

### **Other Related Duties:**

20. Ensure that department operations contribute to the attainment of district goals and objectives.

- 21. Attend board meetings regularly and make presentations to the board.
- 22. Participate in professional development activities to maintain current knowledge of human resource rules, regulations, and practices.
- 23. Maintain confidentiality of information.
- 24. 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.

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 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:** \_\_\_\_\_