

# CHIEF HUMAN RESOURCE OFFICER



## Human Resource Department

### **Purpose:**

The Chief Human Resource Officer oversees all talent and human resource functions within the organization, ensuring the District stewards and supports the organization's personnel in a legally compliant, proactive, asset-based and efficient manner. The Chief Human Resource Officer serves as the key advisor to the Superintendent on all matters related to personnel and the workforce. The Chief Human Resource Officer leads the work of ensuring the District recruits, hires, develops, and retains outstanding talent to support the students of the District in alignment with the District's strategic plan. The position ensures employees are valued, respected, and treated with fairness, and legal and contractual obligations toward employees are met. The incumbent administers labor relations and collective bargaining agreements.

**Reports to:** Superintendent

### **Nature & Scope:**

The Chief Human Resource Officer operates with broad autonomy in alignment with all applicable local, state, and federal laws and regulations, District policies, and collective bargaining agreements. Independent judgment and decision-making is required in matters not having established rules, regulations or policies. The incumbent is responsible for the functions and operations of the Human Resource Department, has multiple supervisory responsibilities and has a significant impact on the quality of human talent and human productivity in the organization. As a result, the Chief has a direct impact on the propensity for students to meet the highest educational aspirations of the District.

### **Essential Job Functions:**

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Develops the strategic vision for the District's approach to workforce recruitment, hiring, support and retention of high quality staff.
3. Directs, oversees and monitors employee performance support and evaluations.
4. Assumes overall responsibility for the management of the Human Resource Department, including leaves and benefits administration, position control, recruiting and hiring, staffing and contracts, employee onboarding and mentoring, labor relations and leadership coaching and support.
5. Serves as a member of the Superintendent's Cabinet and provides counsel and expertise to the Superintendent, the Board of Education, District officials, administrators, and staff in matters of human capital, personnel, employee benefits and compensation and labor.
6. Plans, organizes, and directs the staffing and personnel functions for all employees in the District to assure that employees are managed by personnel policies, regulations, practices and contract provisions which are fairly and justly administered.

7. Communicates with school and department administrators, central office staff, legal staff, labor leaders, and the school community in order to strengthen the effectiveness of employment services, staff relations, and labor relations.
8. Maintains the highest level of confidentiality with respect to personnel matters, and sets a tone for others so that a culture of respect and discretion is fostered throughout the organization.
9. Serves as the lead labor relations official of the District. Oversees collective bargaining, contract management, contract interpretation, labor relations. Assists in resolving disputes and grievances in accordance with policy, past practice, and contract.
10. Serves in a leadership role on District bargaining and *confer and consult* teams.
11. Leads and provides expertise in support of the District's recruitment, selection, placement, retention and evaluation of staff; promotes diversification in recruitment as a critical need of the District. Ensures capable candidates are hired and are appropriately assigned to positions. Ensures all District personnel are hired lawfully, are employed in accordance with available budget monies, and are assigned to positions in accordance with contract and statute.
12. Develops and maintains District policies and administrative regulations pertaining to Human Resources. Makes recommendations on human capital initiatives and builds systems that support the attainment of the goals of the strategic plan.
13. Provides interpretations of legislation, regulations, policies, and procedures related to employment, classification and compensation, teacher and administrator licensure, labor, employment records, investigations, and finalization of allegations and complaints. Acts as a key spokesperson for human resource matters.
14. Ensures ongoing professional training programs for District administrators and staff to allow for the maximum effectiveness of employees, including leadership training, supervisory training, labor contract interpretation and application, and new employee training.
15. Directs the District's compensation and classification systems, health benefits systems, performance management systems, and employee rewards programs.
16. Ensures the legal and appropriate filing of records pertaining to employees.
17. Assists the Superintendent in the selection and appraisal of administrative staff, and provides advice regarding administrative assignments and reassignments.
18. Visits school sites and District offices on a regular basis to engage with staff and to observe employee performance, school culture and climate, and workforce engagement.
19. Ensures the operability of HR information systems such that necessary reports are prepared, including reports for state and federal compliance purposes.
20. Oversees administration of employee matters governed by law, including but not limited to:
  - a. Return-to-work
  - b. FMLA/OFLA
  - c. Paid Family and Medical Leave Insurance Oregon
  - d. Affordable Care Act
  - e. Public Employees Collective Bargaining Act
21. Directs investigations to be taken when appropriate, and ensures concerns and complaints are treated appropriately and efficaciously. Ensures resolutions of complaints are timely, and disciplinary actions are implemented in a fair and consistent manner.

22. Ensures compliance for background checks and outcome of background checks in accordance with legal mandates.
23. Represents the District's Human Resource functions in meetings with governmental, legislative, business, community, and labor union representatives.
24. Maintains awareness of legislation and statues impacting personnel administration and the workforce.
25. Develops departmental budget and ensures expenditures of approved budget are authorized in conformance with District fiscal procedures.
26. Maintains effective working relationships with other members of the Department as well as other department and school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
27. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

### **Required Qualifications:**

1. Must possess a Bachelors Degree from an accredited college or university.
2. Must have or qualify for an Oregon Administrative credential. In lieu of an Oregon Administrative credential, must have a minimum of four years executive leadership in a Human Resource setting with significant experience in labor and employee relations.
3. Must have at least four years experience in a supervisory capacity.
4. Must possess excellent written and oral communication skills.
5. Must hold a valid Oregon or Washington driver's license.

### **Working Conditions:**

The Chief Human Resource Officer works primarily within an office building and frequently within school buildings. The work environment is often controlled and quiet, but the work environment will also frequently include moderate to loud noise. The work environment may include exposure to unpleasant interior temperatures, dirt, and communicable diseases.

Regular travel to all school sites will be required as well as occasional statewide travel. Attendance at meetings or activities outside of the normal workday will also be required, including frequent, prolonged, and irregular hours including evening/weekend time.

**Work Year:** 255 days

**Bargaining Unit:** Non-represented

**FLSA Status:** Exempt

**Date Approved:** November 2015

**Date Revised:** September 2022

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.