



NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

Position Title:	Chief Human Resources Officer
Department:	Administration
Position Location:	Washington Service Center
Reports to:	Superintendent
FLSA Status:	Exempt
Compensation:	\$173, 895.24 - \$187,334.56, plus generous TSA contribution & benefit package
Work Days:	235 days per year

Prepared Date: 1/2025

GENERAL DESCRIPTION:

The Chief Human Resources Officer (CHRO) oversees all human resource functions within the ESD and serves as an advisor to the Superintendent on matters related to personnel and the workforce. The CHRO leads the work of hiring, developing, and retaining outstanding and highly diverse human capital talent that effectively educates students served directly by NWRESA staff and across our twenty component districts. The CHRO assures that all hiring, retention and advancement systems - and the practices that support them - support and elevate a highly effective, diverse, multicultural, and multilingual workforce at all levels of the organization. Through their work across all employee groups, the CHRO ensures that employees are valued, respected, and treated with fairness, and that legal and contractual obligations are met through the administration of labor relations and collective bargaining agreements.

The Chief Human Resource Officer operates with broad autonomy in alignment with all applicable local, state, and federal laws and regulations, ESD policies, and collective bargaining agreements. Excellent independent judgment and decision-making is required in all matters, and especially those not having established rules, regulations or policies. The CHRO is responsible for the functions and operations of the Human Resources Department, has multiple supervisory responsibilities, and has a significant impact on the quality of human talent, capacity, and productivity within the organization.

QUALIFICATIONS: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Required qualifications:
 - a. Master's degree in education, human resources, public or business administration, or related field
 - b. Have, or have the ability to obtain, a Professional Administrator license through Oregon's Teachers Standards and Practices Commission (TSPC)

- c. Minimum of seven (7) years of successful administrative leadership in education, nonprofit, public service or business settings with significant documented experience in labor and employee relations
 - d. Minimum of five (5) years of leadership experience involving working directly with labor unions including collective bargaining, implementation and managing contracts and agreements, team building and problem solving
 - e. Personal automobile and possession of a valid driver's license
2. Demonstrated skills in establishing and maintaining effective interpersonal relationships
 3. Excellent oral and written communication skills (see "Language Skills" below)
 4. Excellent analytical and mathematical skills (see "Mathematical Skills" below)
 5. Demonstrated success in efficiently and accurately responding to inquiries or complaints
 6. Demonstrated history of exercising excellent judgment
 7. Demonstrated success working in an environment with frequent interruptions and deadlines, juggling multiple tasks, and possessing excellent organizational and time management skills
 8. Multilingualism preferred

ESSENTIAL LEADERSHIP QUALITIES:

1. Trust: Develop trust among co-workers, community members, families, ESD staff and agency leadership through honesty, high expectations, and fairness.
2. Communication: Communicate in an inclusive, culturally sustaining, clear and collaborative manner.
3. Equity: Elevate the voices of the traditionally marginalized and assist agency personnel to ensure culturally sustaining practices.
4. Vision: Lead with vision for excellence, innovation, student success, and follow-through.
5. Agency-wide perspective: Be actively involved in, and supportive of, continuous overall improvement of the ESD at large and its component school districts.

FUNCTIONS:

1. Provides counsel and expertise to the Superintendent, Board, administrators, staff and component school districts in all matters of recruitment, hiring, support, performance evaluation, retention, termination and other areas related to personnel support and management
2. Responsible for the overall day-to-day management of the Human Resources Department
3. Leads and provides expertise in all aspects of staff recruitment, selection, onboarding, placement, retention and evaluation of staff to include a focus on:
 - a. racial, ethnic, gender and linguistic diversification of NWRESD employees
 - b. a highly qualified and capable workforce
 - c. compliance with federal and state law as well as ESD board policy
4. Ensures data-driven, clear staffing plans are implemented in accordance within available resources, collective bargaining agreements, licensing requirements and statutes
5. Plans, organizes, directs and justly administers the staffing and personnel functions for all employees at the ESD in accordance with policies, regulations, practices and contract provisions. This includes remaining abreast of governmental statutes, rules, and regulations pertaining to personnel administration and ensuring related practices are administered in a culturally sustaining manner
6. Communicates with the superintendent, department and program administrators, legal counsel,

and labor leaders in order to strengthen the effectiveness of employment services, staff relations, and labor relations

7. Develops job descriptions for new positions and assists in the review and revision of existing positions. This includes salary considerations/alignment in compliance with pay equity statutes and collective bargaining agreements
8. Maintains the highest level of confidentiality with respect to personnel matters and maintains a culture of respect and discretion throughout the organization
9. Serves as the lead labor relations official and chief negotiator for the ESD. Oversees collective bargaining, contract management, contract interpretation and labor relations. Advises, investigates and assists in resolving disputes or grievances in accordance with collective bargaining agreements, policy, procedure and past practice
10. Provides leadership in board policy development, approval, compliance and training. Advises the Superintendent in all matters related to the development of ESD policies and administrative regulations pertaining to Human Resources
11. Makes recommendations on human capital initiatives and build systems that support the attainment of the goals of the strategic plan
12. Provides interpretation 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
13. Ensures ongoing professional training programs for ESD administrators towards maximum effectiveness, including leadership training, supervisory training, labor contract interpretation and application, hiring, onboarding, evaluation, and performance improvement and monitoring
14. Directs the ESD's compensation and classification systems, health benefits system, and performance management systems
15. Ensures the legal and appropriate filing of records pertaining to employees
16. Assists the Superintendent in the selection and appraisal of administrative staff, and provides advice regarding administrative assignments and reassignments
17. Ensures the operability of HR information systems such that critical data and reports are accurately and efficiency prepared, including reports for state and federal compliance purposes
18. Oversees administration of employee matters governed by law, including but not limited to:
 - a. Unemployment insurance
 - b. Return-to-work
 - c. Statutory and contractual leave, including FMLA, OFLA, PMFLI, etc.
 - d. Affordable Care Act
 - e. Worker's Compensation
 - f. Americans with Disabilities Act
19. Directs investigations when appropriate, and ensures concerns and complaints are treated appropriately, fairly and efficaciously; ensures resolutions of complaints are timely, and that disciplinary or corrective actions are implemented in a fair and consistent manner.
20. Ensures compliance for background checks and outcome of background checks in accordance with legal mandates
21. Develops departmental budgets and ensures expenditures are authorized in conformance with District fiscal procedures
22. Ensures enterprise Human Resources programs utilized by component school districts and community partners are relevant, timely and effective

23. Maintains effective working relationships with other members of the Department as well as other NWRESD personnel and community members, including those from diverse cultures or backgrounds
24. Develop system of human resources support for component school districts as needed
25. Coordinates regional Human Resources leadership job-alikes as needed
26. Other duties as assigned by the Superintendent

LANGUAGE SKILLS:

Ability to read, analyze, and interpret educational periodicals, professional journals, technical procedures, and governmental regulations.

Ability to write reports, business correspondence, and memos.

Ability to effectively organize and present information and respond to questions from groups of supervisors, clients, parents, personnel, customers and the general public.

MATHEMATICAL SKILLS:

Ability to accurately analyze complex data sets.

Ability to recognize data accuracy and anomalies.

Ability to accurately calculate department costs, revenue, and expenses.

Ability to solve complex problems

COMPUTER SKILLS:

Ability to apply moderate computer skills to utilize numerous computer and digital systems to complete department and organizational work

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Works in an office environment
- Able to use a telephone, operate a computer, use other office equipment
- Ability to drive to other program sites and meetings
- Proficient use of the following programs: MS Word, Excel, Google suite, and the internet.

Regular travel to NWRESD program sites will be required as well as occasional statewide and national 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.

PHYSICAL DEMANDS:

The "physical demands strength rating" reflects the estimated overall strength requirements of the job. The strength rating is expressed by one of the five terms: Light, Medium, Heavy and Very Heavy. This position is classified as Light.

Note: The description contained herein reflects general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform

other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the ESD's goals.

EQUAL OPPORTUNITY EMPLOYER

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be [an antiracist organization](#). We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.

Northwest Regional Education Service District is proud to be an antiracist, [Equal Employment Opportunity](#) and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at hrhelp@nwresd.k12.or.us. Persons who are deaf, hard of hearing, or have limitations in their speech may contact the district for assistance through the Oregon Telecommunications Relay Service at 1-800-735-2900.