Job Title: **Chief Human Resources Officer**

Reports To: Immediate Supervisor

Prepared By: The Office of Human Resources

Board Approved Date:

Pay Grade Range: AD101

Summary: Leads and administers the school system's personnel programs. Directs and coordinates recruitment, selection, placement, development, transfer, evaluation, and dismissal procedures in accordance with Board approved policies and federal, state and judicial mandates. Manages all aspects of employee relations. Advises the Board, Superintendent, and staff on personnel policies, organizational development, and training policies.

Essential Duties and Responsibilities:

- Serves as a member of the Superintendent's Executive Leadership Team and District Leadership Team
- Develops and implements organizational development strategies including but not limited to school improvement practices
- Identifies objectives for the Division of Human Resources consistent with the stated goals of the School Board and Superintendent
- Serves as Superintendent's designee as appropriate for internal and external projects, tasks forces, committees, etc.
- Recommends human resources policies, procedures, and programs for meeting the current and future personnel needs of the school system
- Monitors new and changing laws and regulations affecting the school system and recommends accordingly
- Supervises staff in the preparation of various statistical and other reports to meet system, state, and federal requirements
- In collaboration with principals, staffing supervisors, and elementary, middle, and high school Assistant Superintendents, directs the staffing process for all certificated and classified positions
- Plans, implements, and evaluates the procedures used to properly maintain personnel records, files and documents, and has oversight responsibilities for the maintenance of such

The East Baton Rouge Parish School System and all of its entities (including Career and Technical Education Programs) do not discriminate on the basis of age, race, religion, national origin, disability, or gender in its educational programs and activities (including employment and application for employment), and it is prohibited from discriminating on the basis of gender by Title IX (20 USC 168) and on the basis of disability by Section 504 (42 USC 794). The Title IX Coordinator is Andrew Davis, Director of Risk Management – ADavis6@ebrschools.org, (225) 929-8705. The Section 504 Coordinator is Danielle Staten-Ojo – DStaten@ebrschools.org, (225) 326-5668.

- Develops and implements the process of maintaining and revising job descriptions of district employees and district organizational charts
- Leads the planning, implementation, and evaluation of training programs relative to Human Resources for district personnel, both certified and classified
- Collaborates with the Chief Business and Operations Officer on the delivery and processing of employee payroll, benefits and retirement practices
- Serves as a resource to employees and the general public on personnel policies and procedures including training within the school system, in general
- Recommends organization of Division of Human Resources and ensures cost effectiveness of division; and helps to prepare and administer the budget for personnel and staff development services and programs within the district
- Develops and implements planned programs for dissemination of information related to human resources to the general public, as needed

Other Duties:

Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:

Manages several subordinate supervisors who supervise employees in the school district. Is responsible for the overall direction, coordination, and evaluation of this department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviews and hiring employees; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

Education and Experience:

Minimum of a Master's degree in Educational Leadership, Public Administration or other related area is required. Possess, or be eligible for, professional or supervisory certification as required by the State of Louisiana Department of Education is preferred. Evidence of successful innovations in school improvement, recruitment, labor relations and customer service training and development as well as successive responsibility as a Human Resources professional within a public school system is preferred. Knowledge of risk management, and public school law is required. A Bachelor of Science Degree with five years of successful experience in public administration as a Human Resources professional may be substituted for a Master's Degree.

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Work Environment Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Professional Conduct:

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

Verifient Link

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.

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