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<b>Job Title</b>	Chief Human Capital Management Officer	<b>Job Title Code</b>	103034
<b>Reports to</b>	Deputy Superintendent Administration	<b>Wage/Hour Status</b>	Exempt
<b>Dept/School</b>	Human Resources	<b>Pay Grade</b>	111
		<b>Date Revised</b>	December 6, 2024

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## Primary Purpose

Provide leadership and oversight of all Human Resources functions including staffing, employee record maintenance, compensation implementation, and employee relations and services. Interpret and recommend personnel policies and regulations to ensure legally sound and effective human capital management practices.

## Education/Certification

- Master's Degree
- Administrative Certification (preferred)
- Professional (PHR) or Senior Professional (SPHR) in Human Resources certification (strongly preferred)

## Special Knowledge/Skills

### Required:

- Key experience in Human Resource functions
- Extensive knowledge of the principles and practices of human resources and school law
- Ability to develop long-term plans and programs
- Knowledge of best practices using technology in human resources
- An understanding of classification systems
- Extensive knowledge and experience in federal and state employment law and regulatory Compliance

### Preferred:

- Experience working with employee groups/union
- Experience with the implementation of an integrated HR system (school district environment)

## Experience

- Seven (7) years successful school district administrative experience (or an equivalent amount of human resource management experience in the private sector) required School district experience as a human resource administrator (preferred)

## Major Responsibilities and Duties

1. On a strategic level, develop, implement, and evaluate new programs and services provided by Human Resources.
2. On the operational level, supervise others as they provide services in the functional areas of Human Resources including employee relations, classification, and compensation, staffing and recruiting, substitute management, employment contracts, HR Information Systems and other recordkeeping systems, legal compliance.

## Instructional and Program Management

3. Analyze federal, state, and local program mandate to determine required responses from Human Resources staff.
4. Establish and maintain an environment which leads to positive staff morale and to the achievement of the mission of the district.
5. Direct special projects connected with or sponsored by Human Resources.

# JOB DESCRIPTION

6. Attend board meetings and attend and preside over such other meetings as the Superintendent designates.
7. Prepare and submit reports and other documents as required by the Superintendent and the Board.

## **Student Management**

8. Demonstrate support for the District's Student Management System and expected student behavior related to operational aspects of the district.

## **Policy, Reports, and Law**

9. Adhere to District, local, state, and federal rules, regulations, and policies.
10. Keep abreast of, and interpret the laws, regulations, statutes, rules, and policies related to human resources.
11. Oversee responses to EEOC complaints and administration of District policies and procedures.
12. Provide timely and accurate information in the areas of responsibility to the Superintendent; the Board of Trustees; other district governance entities; applicants, employees and other customers; and state and federal agencies by developing and managing efficient record-keeping systems and reporting structures.

## **Budget and Inventory**

13. Develop, implement, and manage the Human Resources Department budgets based on documented program needs, personnel, and other fiscal considerations.
14. Monitor the use, care, and replacement of capital equipment.
15. Must possess a deep understanding of school district funding and the effects on budgeting.

## **Personnel Management**

16. Plan, develop, provide, or otherwise implement, evaluate and modify programs and services consistent with the district's goals and objectives in the functional areas of Human Resources.
17. Assist in the development and implementation of staffing formulas to ensure appropriate staffing levels throughout the district commensurate with industry standards and best practices.
18. Develop and monitor performance measures that demonstrate the efficiency and effectiveness of the HR function and processes.
19. Ensure the accuracy of personnel files, as well as data entered into the information systems.
20. Assist associates in attaining personnel goals essential to the success of the school improvement efforts.
21. Prepare or approve official reports relating to Human Resources.
22. Recruit, develop, and retain qualified staff at all levels.

## **Communication and Community Relations**

23. Foster a positive relationship with other departments and the employee population as a whole.
24. Promote the culture of HR as a service organization and provide applicants with a positive first impression of the district.
25. Identify community needs affecting the education of students in the process of staffing schools and departments.
26. Assist with the solution of internal and external personnel problems and challenges faced by the school principals and unit heads.
27. Communicate to the Superintendent human resources requirements and needs of the district as perceived by staff members and the community.
28. Represent the Superintendent on the El Paso Consultation Association and in series of other Board and Council meetings.

## **Professional Growth**

29. Improve leadership skills through professional development activities and disseminate that knowledge to other professionals.



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- 30. Plan, develop, coordinate, or otherwise implement, evaluate, and modify an effective training and staff development program for all employees.
- 31. Develop and provide appropriate training and professional development opportunities for district employees in the areas of affirmative action, equal opportunity, disability issues, harassment prevention, and discrimination issues.

### Supervisory Responsibilities

Supervise assigned personnel

### Physical and Mental Job Requirements

#### Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress; frequent district-wide travel; frequent prolonged working hours.

### Terms of Employment

226 days; salary to be established by Boart of Trustees

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: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_  
 Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.