

Job Title: Executive Director, Talent Acquisition
and Personnel Administration

Wage/Hour Status: Exempt

Reports to: Chief Human Capital Management Officer

Pay Grade: 109

Dept/School: Human Resources

Date Revised: November 8, 2023

Primary Purpose

Direct and manage District workforce planning to ensure legally sound and effective human resources management practices. Responsible for strategic planning, development, and implementation of human resources programs. Define the organization's talent needs based on current and future business objectives.

Qualifications

Education/Certification

Master's Degree from an accredited university
Valid Texas Supervisor, Administrator or Mid-management Certificate

Special Knowledge/Skills

- Knowledge of selection, training, and supervision of personnel
- Knowledge of school employment laws and hearing procedures
- Ability to interpret policy, procedure, and data
- Ability to manage budget and assigned personnel
- Strong communication, public relations, and interpersonal skills

Experience

Five (5) years campus administrative experience or equivalent experience in human resources management

Major Responsibilities and Duties

Talent Acquisition and Instructional Program Support

1. Assess talent supply (internally and externally), define critical gaps, and develop integrated talent strategies to close gaps.
2. Responsible for performance management, team member development, succession planning for the district, and implementation of sound technology applications to manage human resources data.
3. Direct the development and implementation of the district's plans, policies, and programs designed to attract and retain talent that creates a competitive advantage.
4. Ensure support of instructional goals and objectives of the district and the attainment of campus performance objectives.
5. Ensure alignment and support of the District's mission.
6. Participate and formalize District short and long-range planning in areas of growth, expansion, and new educational opportunities to enhance employee retention and talent development.
7. Direct initiatives and programs to assist with organizational team member development and change management.
8. Perform other duties as assigned by supervisor.

Personnel Management

9. Develop and maintain positive staff morale.
10. Define job performance expectations and evaluates staff, conducts conferences, develops training opportunities and improvement plans to ensure optimal services and an effective operation.
11. Participate in employee hearings before the Board of Trustees.
12. Interview, counsel, and hire classified employees.
13. Study and respond to requests from classified employees for changes in assignment.
14. Assist in screening, interviewing, and selecting applicants for classified promotional positions.
15. Hire qualified and properly documented temporary and part-time classified and professional employees.

- 16. Assist with preparation and presentation of personnel reports.
- 17. Assist supervisory personnel in conducting due process hearings.
- 18. Assist with administration of employment contracts and contract renewals.

Records, Technology and Data Management

- 19. Monitor and recommend necessary changes in workflow related to processing and management of computer data.
- 20. Determine and maintain job classification and job title codes in position control system.
- 21. Assist with necessary data for pay level classification of positions and implementation of salary schedules; serve as resource to Grants Council.
- 22. Assist to effectively implement changes to compensation procedures, including promotions and pay raises.
- 23. Serve as liaison with Technology Information Systems relevant to the district's data management system and matters relevant to personnel administration.
- 24. Interpret and recommend personnel policies and regulations for the district.

Communications and Community Relations

- 25. Demonstrate awareness of District community needs, articulate to the public the District's mission, and solicit support in realizing the mission.
- 26. Use management practices that promote collegiality, teamwork, and collaborative decision making among staff.
- 27. Attend Board meetings regularly and make presentations to the Board, as requested.

Professional Development

- 28. Improve leadership skills through professional development activities and disseminate that knowledge to other professionals.
- 29. Participate in staff development activities to maintain current knowledge of human resources rules, regulations, and practices.

Supervisory Responsibilities

Supervise assigned personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress and work with frequent interruptions; occasional prolonged and irregular hours; ability to travel and attend state personnel meetings and to travel seasonally for recruiting teachers (by air and by automobile).

Terms of Employment

226 days; salary to be established by the Board 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 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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.