

Deputy Chief of Human Resources

4400 West 18th, Houston, Texas (US-TX), 77092, United States

ID: 28245

Job Description

Location: Hattie Mae White

Department: Deputy Chief of Human Resources

Area: Northwest

Contract Months:12

Salary Range: \$200,000.00 – \$235,000.00

Academic Year: 25-26

JOB SUMMARY

The Deputy Chief Human Resources Officer (DCHRO) plays a critical leadership role in supporting HISD's ongoing historical transformation into a high-performance school district. Reporting to the Chief Human Resources Officer (CHRO), the DCHRO serves as a strategic thought partner and second-in-command in the daily management and execution of human resources initiatives across the district.

The DCHRO is responsible for driving systemic change by ensuring that HR policies, systems, and services are aligned with HISD's mission to recruit, and retain high-quality talent at every level. As a lead role on the Human Resources Executive Leadership Team (ELT), the DCHRO models leadership excellence, fosters accountability, and builds a culture of continuous improvement aligned with HISD's Employee Value Proposition. This DCHRO will successfully lead and coordinate teams both within HR and cross-functionally to ensure sense-making, clarity of expectations, and optimal resources are provided to all stakeholders.

MAJOR DUTIES & RESPONSIBILITIES

1. Strategic Leadership & Alignment

- Collaborate with the CHRO and Cabinet-level leaders to align HR strategy with district priorities focused on quality of talent, operational efficiencies, and ability to support student outcomes.
- Translate district transformation goals into actionable HR initiatives that drive system-

wide performance.

- Effectively utilize project management resources to plan complex initiatives within optimal timelines and effectively communicate with all stakeholders, both internally and cross-functionally,

2. Departmental Oversight & Execution

- Provide operational oversight and strategic guidance to HR functional areas in coordination with CHRO.
- Lead teams in an inspiring and organized manner to align their efforts to key performance indicators with an appropriate sense of urgency and clarity on timelines and action items
- Solve complex operational roadblocks with clear ownership, pragmatism, and collaboration to effectively influence desired outcomes
- Ensure efficient service delivery and a high-quality experience for employees across the district.

3. People Development & Culture Building

- Cultivate and role model a high-performance culture across all HR departments by setting clear expectations.
- Foster a culture of accountability balanced with creating effective resources to ensure all team members are empowered to meet performance goals

MAJOR DUTIES & RESPONSIBILITIES CONTINUED

4. HR Compliance & Policy Development

- Support on interpretation and enforcement of district-wide HR policies to ensure legal compliance and alignment with HISD's values and priorities.
- Assist with drafting updated HR policy language for legal review & board adoption.
- Comply with annual cycles of publications of HR policies, regulations, and procedures (e.g., Employee Handbook, policy updates, guidance documents, etc.)
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5. Change Management & System Innovation

- Support the implementation of organizational changes and innovative solutions that improve HR operations, service delivery, and employee experience.
- Ensure systems and technologies are leveraged effectively to enhance transparency, communication, and data-informed decision-making.
- Support partnerships with I.T. on innovative rollouts (e.g., A.I.) and using platforms, HRIS, etc. in a manner aligned with HR best practices.

6. Present to Key Stakeholders:

- Synthesize HR strategies, initiatives, and personnel data to drive effective decision-making internally and cross-functionally.

- Adequately prepare for and present to key stakeholders on HR data and initiatives (e.g., Cabinet, Division leadership teams, Principal meetings, etc.)
- Engage with employees, principals, and community stakeholders to strengthen trust and promote transparency.

7. Budget & Resource Stewardship

- Assist in planning and managing departmental budgets, ensuring resources are allocated efficiently and aligned with strategic priorities.

8. Leverage Data to Drive Decisions:

- Analyze HR metrics and personnel data to identify trends, inform decisions, and evaluate the effectiveness of HR programs and policies.

9. Strengthen Collaboration Across Divisions:

- Act as a bridge between HR and other divisions, ensuring that HR practices support instructional excellence, school operations, and student outcomes.
- Collaborate with school leaders, division leaders, and all departments to ensure that HR services are responsive to campus and departmental needs.
- Spearhead effective collaborations with Deputy Chief colleagues with an appropriate sense of urgency and effective backwards planning to ensure desired outcomes.

10. Other Duties as Assigned

- Perform additional job-related responsibilities as needed to advance HR's strategic initiatives in support of HISD's transformation.

EDUCATION

Bachelor's degree from an accredited college or university required and preferably in the following areas: human resources, business administration, organizational leadership, or education; Master's Degree or higher preferred.

*Applicants who do not meet education qualifications may be considered if they have a unique combination of education and work experiences that indicate potential for success in this role.

WORK EXPERIENCE

10+ years of leadership experience in Human Resources, preferably within a large school system, or ability to clearly articulate how scale prior experience and training to large district operations. Experience in an urban school district is preferred.

Prefer prior experience as a Chief, Assistant Superintendent, or Deputy in a large district with a successful track record of putting effective systems in place to enhance efficiencies and coordination between internal and cross-functional departments. Ideal candidate has

data-driven successes after implementing new initiatives and leading teams to meet annual goals.

*Applicants who do not meet these work experience qualifications may be considered if they have a unique combination of education and work experiences that indicate potential for success in this role.

SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

10+ years of leadership experience in Human Resources, preferably within a large school system, or ability to clearly articulate how scale prior experience and training to large district operations. Experience in an urban school district is preferred.

Prefer prior experience as a Chief, Assistant Superintendent, or Deputy in a large district with a successful track record of putting effective systems in place to enhance efficiencies and coordination between internal and cross-functional departments. Ideal candidate has data-driven successes after implementing new initiatives and leading teams to meet annual goals.

*Applicants who do not meet these work experience qualifications may be considered if they have a unique combination of education and work experiences that indicate potential for success in this role.

TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

Intermediate or advanced skills in the use of the Windows environment and applications including Microsoft Word, Excel, PowerPoint, SharePoint, Google documents, Outlook, and TEAMS. Ability to navigate databases and synthesize data in a cyclic manner to drive strategic decisions.

Intermediate or advanced skills in HR Information Systems (HRIS), SAP, Oracle, Skyward, PeopleSoft, and applicant tracking systems.

Ability to anticipate ramifications of decisions (both internally and cross-functionally), effectively prioritize time, use project management team to drive outcomes, and follow through on deliverables in a manner that creates a concise and effective work product for stakeholders.

Experience in “matrix organization” best practices and an ability to positively influence team dynamics between centralized and decentralized stakeholders.

Experience strategically staffing and leading a team with accountability in support of high-performance culture, including effective and compassionate approach to effectively address poor performance or misconduct. Effectively optimize support staff to ensure efficiencies and outcomes. Ensure accuracy of HR work products.

PHR/SPHR, SHRM-CP/SHRM-SCP, TASBO, and/or TASB certifications preferred.

Familiarity with school district governance, laws, policies, and regulations, as well as effective implementation of and compliance within these parameters.

Office equipment (e.g., computer, laptop, copier).

LEADERSHIP RESPONSIBILITIES

Strategic oversight of multiple departments within HR. Provides strategic direction and develops long-range plans which impact multiple departments or divisions. Using in-depth knowledge of multiple disciplines, identifies and evaluates high-impact issues, and provides strategy and direction to a major functional area or multiple departments. Establishes programs and policies, and ensures integration of operational objectives across multiple, major departments and program areas.

WORK COMPLEXITY/INDEPENDENT JUDGMENT

Work is non-standardized and widely varied, involving many complex and significant variables including significant time spent planning, evaluating complex solutions and issues, and negotiating outcomes. Strong analytic ability and inductive thinking are frequently required to devise new approaches to situations where previously accepted solutions have proven inadequate. Position regularly makes recommendations to management on areas of significance to the division. Supervision received typically consists of providing periodic coaching, advice, and feedback.

BUDGET AUTHORITY

Participates in budget development.

PROBLEM SOLVING

Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect multiple departments districtwide. Frequently expected to recommend new solutions to problems, improve existing methods/procedures/services, and generate new ideas. May also review decisions made by others on more routine matters.

IMPACT OF DECISIONS

Decisions have considerable impact to multiple divisions or districtwide causing risks or improvements to relationships, significant efficiencies or delays in operations, and/or significant financial gains or expenses. Errors are serious and difficult to discover, normally involve decisions not subject to detailed review and will result in excessive costs and/or significant project delays.

COMMUNICATION/INTERACTIONS

Negotiates and influences by interpreting and effectively presenting on department strategies, initiatives, and services. Resolve conflict and influence outcomes on matters of significance for the division, conducts final negotiations, and coordinates approvals and decision-making.

CUSTOMER RELATIONSHIPS

Leads in the resolution of highly sensitive and confidential issues. Acts as a trusted advisor and becomes involved in the customer's decision-making process, including presenting alternatives and applying persuasion and negotiation skills in the resolution of problems. Monitors customer service standards.

WORKING/ENVIRONMENTAL CONDITIONS

Work is normally performed in a typical interior work environment, which does not subject the employee to any hazardous or unpleasant elements.

- Valid Texas driver's license with applicable insurance coverage.
- Tools/Equipment Used: Standard office equipment, including personal computer and peripherals
- Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
- Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching
- Lifting: Occasional light lifting and carrying (less than 15 pounds)
- Environment: Prolonged or irregular hours, including some weekends; frequent districtwide travel
- Mental Demands: Work with frequent interruptions, maintain emotional control under stress, fast-paced

Houston Independent School District is an equal opportunity employer.