

Deputy Chief of Talent and Employee Relations

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

ID: 30641

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 of Human Resources – Talent & Employee Relations serves as a strategic and operational leader advancing HISD's transformation into a high-performance, people-centered school district. This role integrates Talent Management, Talent Acquisition, and Employee Relations functions into a unified framework that promotes workforce excellence, compliance, and accountability at every level of the organization. Reporting directly to the Chief Human Resources Officer (CHRO), the Deputy Chief provides executive oversight of districtwide talent systems, employee relations operations, and process optimization to ensure accurate, consistent, equitable, and timely personnel actions throughout the employee lifecycle.

As a key architect of HISD's human capital transformation, this leader partners across HR departments, Legal, Academics, unit divisions, and Operations to streamline HR processes, strengthen retention, and promote a culture of transparency and service. The ideal candidate brings demonstrated expertise in organizational leadership at a large scale, talent management, and employee relations, coupled with the ability to transform and automate systems, enhance collaboration, and ensure that all HR practices directly support HISD's vision of improving student outcomes through exceptional talent and responsive employee support.

MAJOR DUTIES & RESPONSIBILITIES

1. Strategic Leadership & Systems Integration

- Partner with the CHRO to align Talent Management, Employee Relations, and Talent Acquisition strategies with HISD's transformation priorities.
- Oversee the integration of HR processes across divisions to ensure consistency, efficiency, and compliance in all employee lifecycle activities.
- Lead the transformation of HR systems, structures, and workflows to promote transparency, accountability, and service excellence.
- Provide thought leadership on process innovation and organizational design to enhance workforce efficiency, retention, and engagement.
- Establish districtwide priorities and standards for equitable, responsive, and compliant employee relations practices.

2. Talent Management Systems & Process Optimization

- Lead the design, implementation, and continuous improvement of Talent Acquisition and Talent Management systems that govern onboarding, reassignments, promotions, transfers, and separations.
- Develop and enforce standardized workflows and data-driven procedures to ensure timely and accurate personnel actions across all departments and schools.
- Oversee corrective actions, audits, and process evaluations to prevent systemic issues in HR operations and maintain compliance with state and federal requirements.
- Collaborate with the Deputy Chief of HR – Data, Compensation & Systems to improve automation, data flow, and accuracy across HR platforms.
- Ensure Talent Management processes are compliant and align with organizational goals to drive efficiency and consistency in staffing and workforce planning.

3. Employee Relations, Leave Management & Compliance Oversight

- Oversee districtwide employee relations functions, including investigations, grievances, disciplinary actions, and leave management, ensuring fair, consistent, and timely resolution of all cases in accordance with policy and law.
- Lead the development and interpretation of districtwide employee relations policies, compliance protocols, and training initiatives.

- Ensure adherence to all federal, state, and local employment regulations, including FMLA, ADA, Title VII, and other leave-related statutes, maintaining accurate documentation, tracking and reporting.
- Partner with Legal Services, HR Operations, and division leaders to mitigate legal risks, ensure compliance, and foster a culture of accountability, professionalism, and employee support.
- Monitor and evaluate trends in employee relations and leave management data to identify systemic issues, improve processes, and strengthen overall district culture and climate.

MAJOR DUTIES & RESPONSIBILITIES CONTINUED

4. Talent Acquisition & Workforce Alignment

- Provide executive oversight of districtwide recruitment strategy to attract and retain high-quality talent aligned with HISD's instructional and operational goals.
- Oversee partnerships with internal and external organizations to ensure effective sourcing, candidate selection, and onboarding practices.
- Collaborate with Talent Management and division HR teams to ensure smooth transitions between hiring, onboarding, and assignment processes.
- Lead the creation of proactive workforce planning strategies that anticipate staffing needs and reduce vacancies districtwide.
- Evaluate the effectiveness of recruitment initiatives and align strategies with district equity and performance objectives.

5. Organizational Leadership & Collaboration

- Direct and lead a team of senior HR leaders overseeing Talent Management, Employee Relations, and Talent Acquisition functions.
- Provide executive coaching and development to HR leadership to strengthen collaboration, service delivery, and alignment with district priorities.
- Partner across HR, Legal, Academics, and Operations to ensure HR processes effectively support school and departmental operations.
- Represent HR at cabinet-level discussions and serve as a liaison to Division Chiefs to ensure HR practices are responsive to operational needs.

- Drive a culture of innovation, accountability, and continuous improvement across all HR functions.

6. HR Policy Development & Continuous Improvement

- Lead the development, interpretation, and enforcement of districtwide HR policies to ensure compliance and consistency across functions.
- Establish and maintain systems for ongoing review and revision of HR procedures based on performance metrics and stakeholder feedback.
- Foster a proactive culture of compliance by providing clear communication and professional development on HR processes and expectations.

7. Budget & Resource Stewardship

- Oversee efficient use of departmental budgets and resources, ensuring alignment with strategic goals and organizational priorities.
- Evaluate resource needs and operational efficiencies to ensure HR teams are equipped to meet service and performance standards.

Other Duties as Assigned

- Perform additional job-related responsibilities as needed to advance HISD's transformation, HR strategy, and operational excellence.

EDUCATION

Bachelor's degree from an accredited college or university required in the following human resources, business administration, organizational leadership, public administration, or education; Master's degree or Juris Doctor (J.D.) preferred. *

*Applicants who do not meet these 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

Minimum of 10 years of progressive leadership experience in human resources with direct oversight of Talent Management, Talent Acquisition, and Employee Relations functions, including at least 5 years in a senior executive capacity. Experience in a large school system is preferred, or the ability to clearly articulate how prior experience and leadership

scale to the operations of a large, complex district. Experience in an urban school district is strongly preferred.

*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

Advanced expertise in employee relations, talent management systems, and/or employment law.

Advanced skills in the use of the Windows environment and applications including Microsoft Word, Excel, PowerPoint, Outlook, and TEAMS.

Proficiency in HRIS systems (SAP and or Oracle preferred), applicant tracking systems, and analytics platforms.

Demonstrated success managing large teams and high-impact projects in a matrixed organization.

Exceptional communication and presentation skills with the ability to synthesize technical data for executive and non-technical audiences.

Ability to analyze complex HR issues and design scalable, sustainable solutions.

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

Familiarity with large organizational governance, laws, policies, and regulations, as well as effective implementation of and compliance with these parameters.

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

LEADERSHIP RESPONSIBILITIES

Strategic oversight for multiple departments and/or a major division or for the entire district. 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, program areas and possibly district-wide.

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 a group plan and/or 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 across HISD. Job is frequently expected to recommend new solutions to problems, to improve existing methods/procedures/services and generate new ideas. May also review decisions made by other individuals on more routine matters.

IMPACT OF DECISIONS

Decisions have considerable impact to multiple divisions or the district 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

Negotiate and influence - interprets department strategies and services, resolves conflicts, influences outcomes on matters of significance for the division, conducts final

negotiations and coordinates approvals/decision making below the executive level. Interactions are typically with customers and Top Management.

CUSTOMER RELATIONSHIPS

Leads others in the resolution of highly sensitive and confidential issues on behalf of the department. Acts as a trusted advisor and becomes involved in the customer's decision making process including presenting alternatives and information 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.

Ability to carry and/or lift less than 45 pounds.

Houston Independent School District is an equal opportunity employer.