

**School/Department** Human Resources

**\*Job Title** Chief Human Resources Officer

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**\*Reason for Job Replacement**

**Reason for Replacement** Resignation

**If Replacement or Promotion, please list individual replacing:** Robert Harris

**Salary:** Aligned to the Chief Salary Schedule (\$154,360 annually)

**\*Job Type** Other - Position - Non-Certified

**Subject Area**

Under the direction of the Superintendent, the Chief Human Resources Officer leads the District's human capital initiative portfolio while also executing the executive functions and responsibilities necessary for the

**Position Summary** department to effectively recruit, select, retain, support and manage a talented and diverse workforce.

Candidate must be enthusiastic about the fundamental goal of advancing student achievement in an urban public school district. In addition, we are seeking candidates with the following educational and experiential requirements and knowledge, skills, and abilities:

- Qualifications**
- Master's degree in Human Resources Management, Business Administration, Education, or other relevant area is required; Candidates who possess a Bachelor's degree in a relevant area, coupled with commensurate work experience may be considered.
  - Demonstrated leadership experience, which includes demonstrated skills in developing, leading, implementing, and facilitating new initiatives; mediating conflict; mentoring colleagues; and building effective relationships.
  - Strategic and analytic skills with a problem-solving mindset.

- Excellent oral, written, and interpersonal communication skills.
- Experience working with diverse internal and external stakeholders.
- Knowledge, vision, and passion related to the District's goals, initiatives, and needs.
- Knowledge of and experience in urban environments and the diverse cultures and backgrounds represented by the District's population.
- Ability to plan, organize and prioritize work.
- Ability to analyze, interpret and use data in decision-making and goal-setting.
- Technology skills including utilizing Microsoft Office, PowerPoint, Excel, and other related software to perform work activities.

**\*Residency Requirements** City of Pittsburgh Residency Required

1. Contributes consistently and effectively to the superintendent's leadership team.
2. Provides accurate, timely information and counsel to the superintendent.
3. Prepares and presents to the Board the monthly Human Resources report requiring legislative action.
4. Oversees functions include recruiting, selecting, assigning, supporting and maintaining a high-performing workforce that will be able to achieve the District's mission.
5. Ensures that fair and equitable employment practices are observed as well

**Essential Job Functions** as compliance with state legislation, federal legislation, negotiated labor agreements and all applicable regulations.

6. Oversees the growth and evaluation processes for all District employees and role groups.
7. Ensures that there is high-quality human capital data to understand the effectiveness of the workforce and support its growth in order to improve practice and student outcomes.
8. Oversees and participates in the adjudication and processing of complaints; investigating internal claims and external charges and coordinating the issuance of employee discipline District-wide.

9. Provides technical leadership on rating matters and the tenure-earning process.

10. Oversees the administration of and payment for all employee benefits and related programs (health plans, dental plans, life insurance, vision plans, COBRA, ACA, Tax Sheltered Annuities, etc.).

11. Responsible for interaction with the Public School Employees Retirement System (PSERS) which consists of auditing and reporting employee earnings and contributions as well as preparation of monthly/quarterly payments.

**# of Jobs1**

**Reports To** Superintendent of Schools