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: 23-24

JOB SUMMARY
The Deputy Chief Human Resources Officer (DCHRO) will develop and implement a transformational set of services for the district that improves existing processes and systems. Reporting to the Chief Human Resources Officer (CHRO), the DCHRO supports the crossfunctional planning, coordination, and implementation of policies and initiatives related to talent management, talent acquisition, employee relations, HR information systems, compensation, leave administration, and other core HR functions.

As part of the Human Resources Executive Leadership Team (ELT), the DCHRO acts as a second-in-command, supporting the Chief Human Resources Officer in driving day-to-day HR efficiency and accuracy. The DCHRO has subject matter expertise in a breadth of core HR functions. This HR professional leverages their knowledge, skills, and abilities to support the whole-scale systemic reform underway at Houston ISD.

MAJOR DUTIES & RESPONSIBILITIES
List most important duties first
1. Strategic Collaboration:
   • Collaborate with the Chief Human Resources Officer and other district leaders to develop and implement strategic plans for human resources operations.
   • Assist in aligning HR strategies with the overall educational goals and objectives of the district.

2. Departmental Oversight:
   • Provide leadership and guidance to various HR departments, including talent
management, talent acquisition, employee services, onboarding and organizational development, leave administration, compensation, HR information systems, HR operations, and related areas. Direct senior staff around problems, issues, program status, or activities.

• Ensure that each department operates efficiently and in accordance with district policies and regulatory requirements.

3. Project Management:
• Oversee and manage cross-functional priority projects within the scope of human resources.
• Coordinate with department heads and project teams to ensure timely and successful project completion.

4. Policy Development:
• Contribute to the development and implementation of policies and procedures related to human resources.
• Ensure that policies align with best practices, regulations, and the district's mission.

MAJOR DUTIES & RESPONSIBILITIES CONTINUED
5. Budget Planning and Management:
• Collaborate with the CHRO in the development and management of budgets for HR services.
• Monitor departmental budgets, identify cost-saving opportunities, and ensure financial sustainability.

6. Regulatory Compliance:
• Assist in ensuring compliance with local, state, and federal regulations related to employee relations, talent management, HR data, and other human resources areas.
• Stay informed about changes in regulations and coordinate necessary adjustments.

7. Staff Leadership and Development:
• Provide leadership and mentorship to department leaders within the Human Resources functional area.
• Support professional development initiatives for staff to enhance their skills and knowledge.

8. Community Engagement:
• Represent the district in community engagements related to human resources.
• Communicate effectively with parents, community members, and other stakeholders.

9. Data Analysis and Reporting:
• Analyze data related to human resources operations to identify trends, assess performance, and make informed recommendations.
• Prepare reports for district leadership and the school board on the status of human resources initiatives.

10. Perform other job-related duties as assigned.

EDUCATION
• Bachelor’s Degree in Business, Human Resource Management, Management, or related field; Master’s Degree preferred. • License/Certification: SHRM/PHR preferred

WORK EXPERIENCE
Minimum of 5 years of experience in a leadership role, preferably within the K-12 education Human Resources/Talent sector.

SKILL AND/OR REQUIRED LICENSING/CERTIFICATION
Microsoft Office
Office equipment (e.g., computer, 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 15 pounds.

Houston Independent School District is an equal opportunity employer.