

Senior Executive Director of HR Data & Business Solutions

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

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ID: 25408

Job Description

Location: Hattie Mae White

Department: HR Data & Business Solutions

Area:Northwest

Contract Months:12

Salary Range: \$190,000.00 – \$235,000.00

Academic Year: 24-25

JOB SUMMARY

The Senior Executive Director of HR Data & Business Solutions will lead a team responsible for designing, implementing, managing, and utilizing data analytics to drive strategic HR and district-wide initiatives. This critical leadership role requires a seasoned expert with extensive experience in data analysis, a deep understanding of HR and personnel strategies, strong data analytics, and the ability to align these strategies with our district's key action plan. This role works closely and proactively with division and central office partners to ensure that HR data is captured accurately, and data integrity is maintained. Manages large-scale projects that have significant impact on the success of the HR department and organization. Provides effective oversight and leadership of HR Data and Business Solutions team. Able to quickly synthesize complex data and communicate effectively with a variety of stakeholders and senior leaders in both written and verbal presentations. Ability to display data in formats that ease understanding in support of data-driven decisions. Creates and effectively implements innovative business solutions in support of the largest public education transformation in the nation. The ideal candidate will be passionate about public education policy and reform with a focus on optimal support of staff and positive student outcomes.

MAJOR DUTIES & RESPONSIBILITIES

1. Develop plans to resolve technical and business problems within scope of responsibility, which varies by management level and occasionally technical specialty. Evaluates recommendations and focuses on innovative solutions. Provides process, project and technical guidance, and quality review for the management team.
2. Direct the work functions of the HR information management systems department.
3. Establish technical standards and requirements and drives the HR department to develop improvement solutions. Focuses on continuous process improvement and systems efficiency.
4. Oversee and manage design, implementation, delivery, monitoring and administration of applicable HR systems and technologies. Develops creative and innovative solutions regarding processes, directions, and methodologies.
5. Leverage district-wide data analytics to assess the effectiveness of HR programs and initiatives, and support district-wide initiatives. Make sound recommendations that are data driven.

MAJOR DUTIES & RESPONSIBILITIES CONTINUED

6. Analyze HR and district-wide data to identify trends, patterns, and opportunities for improvement. Utilize ERP/HRIS to support HR day-to-day functions, as well as innovative solutions for large-scale successful HR initiatives that depend on accuracy and efficiency. Collaborate effectively with compensation and talent management leaders to ensure seasonal workstreams are appropriately supported by HR Data & Business Solutions department.
7. Provide data-driven insights and recommendations to guide talent acquisition, retention, and workforce planning strategies.
8. Establish operational objectives and assignments and effectively delegates assignments to subordinate managers/staff with effective accountability strategies to ensure alignment with District and HR Key Action Plans. Assign projects and establish performance metrics for subordinate managers and staff. Ensure appropriate sense of urgency in support of district high-performance culture. Collaborates effectively with HR project management team.
9. Manage data audits and inquiries. Implement necessary corrective actions. Support accurate, timely, and appropriate responses to public information requests in collaboration with other departments.
10. Other duties as assigned.

EDUCATION

Degree in a relevant field such as Human Resources, Business Administration, Data Analytics or a related discipline.

WORK EXPERIENCE

Minimum of 5 years of progressive leadership experience in a senior executive role. Preference of prior experience in school districts or mission-oriented non-profit. Preference of experience with an ERP or HRIS.

SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

Strong strategic thinking and planning skills, with a proven track record of developing and executing successful organizational strategies.

Demonstrated experience in leading and managing teams, fostering collaboration, and supporting high-performing departments.

Excellent interpersonal and communication skills, with the ability to engage and influence stakeholders at all levels.

Sound financial management skills, including budgeting, financial analysis, and resource allocation.

Knowledge of nonprofit governance, legal, and compliance requirements.

Ability to navigate complex organizational and political environments, building effective partnerships and alliances.

Demonstrated ability to think strategically and critically, analyze complex issues, and make informed decisions.

Exceptional leadership and management skills, with the ability to inspire and motivate teams towards achieving organizational objectives.

Demonstrated experience in organizational development, change management, and performance improvement.

Passion for the district's mission and a strong commitment to making a positive impact on public education.

LEADERSHIP RESPONSIBILITIES

Strategic oversight of department. Provides strategic direction and develops long-range plans. Establishes programs and policies, and ensures integration of operational objectives across multiple, major departments, program areas and possibly district wide. Inspires team to contribute to high-performance culture, including appropriate sense of urgency and accountability. Conducts annual appraisals with constructive feedback. Swiftly and compassionately addresses all performance and misconduct concerns, meets all deadlines and communicates effectively on all deliverables, and expects the same of subordinate managers and direct reports.

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. Supervision received typically consists of providing regular 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 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 organization district causing risks or improvements to relationships, significant efficiencies or delays in operations, and/or significant financial gains or expenses.

COMMUNICATION/INTERACTIONS

Negotiate, interpret, and influence department strategies and services, resolve conflicts, influence outcomes on matters of significance, conduct negotiations and coordinate approvals/decision-making at an executive level.

CUSTOMER RELATIONSHIPS

Leads others in the resolution of issues on behalf of department. Acts as a trusted advisor and becomes involved in decision making process, including presenting alternatives and applying persuasion and negotiation skills in the resolution of problems. Monitors customer service standards for department.

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