



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Chief Human Resources Officer

Reports to: Superintendent of Schools
Department: Human Resources
Compensation: BL 13
Number of Days: 12 Months
Overtime Status: Exempt
Date Job Revised: June 6, 2008

Position Summary: Responsible for developing and implementing the Human Resource strategic plan for Tulsa Public Schools. Will manage employment, personnel records, compensation, benefits, regulatory compliance, Worker's Compensation, labor relations and other Human Resource functions. Will represent Human Resources Department at Board of Education meetings, community and District functions as required.

Qualifications/Job Requirements:

Education: Bachelor's degree (Master's preferred) in business or related field.

Specialized Knowledge, Licenses, etc:

Experience:

- Must have ten years experience in the field of Human Resources with the majority of that time spent in a supervisory or managerial role.
- Should possess a diversified human resources background with experience in employment, employee/labor relations, compensation, benefits, succession planning and regulatory compliance processes.

Specific Training/Skills:

Physical Requirements (If Applicable):

Other:

- Must be a strategic thinker, with good written and verbal communication skills.
- Must be a team player.
- Must be an agent for change

Scope of Authority (If Applicable):

Customer Contacts (Internal and External):

- Internal: Management Committee, Principals, Administrators and Teachers.
- External: Board Members, Human Resource Executives

Duties and Responsibilities:

- Coordinates with the Director of Human Resources, principals, other work site managers and appropriate Division of Human Resources staff for employment, placement, transfer and termination of all certificated and classified employees.
- Assists Directors and other Division Supervisors in responding to human resource needs for each school site.
- Ensures that all employees maintain necessary qualification regarding licensure, certification, technical skills and legal status.
- Monitors all employment practices and job assignments to ensure the District's commitment to equity in staff placement and fairness in the treatment of all employees.
- Monitor and coordinate with Directors, Division Supervisors and other Division Heads the proper placement, selection, and recruitment of applicants to fill administrative and professional support positions; i.e., Principals, Assistant Principals, Counselors, Deans, etc.
- Supervises the preparation of job descriptions for all employee positions, reviewing and upgrading them as necessary.

- Ensures that current, complete and accurate records are maintained for full-time and part-time employees.
- Works with certificated, classified, and benefits departments to ensure quality service is tendered.
- Reviews recruitment efforts in order to maintain an acceptable pool of qualified applicants.
- Delegates certain administrative responsibilities to appropriate staff members in the division.
- Ensures that all Board of Education policies and administrative regulations concerning employees are followed throughout the District.
- Develops and monitors an annual budget for the needs of the Division for Human Resources.
- Establishes salary schedules and recommends appropriate compensation for all employees.
- Plans and coordinates a program of performance evaluation of all District employees.
- Assumes primary responsibility for the coordination of the District's contract management program, providing inservice and assistance to management team members as appropriate.
- Responsible for the design and administration of job-related selection instruments, including written test, interviews, supplemental applications and related performance examination.
- Plans and administers, in conjunction with the payroll department, the District's fringe benefits program, including leaves of absence, medical and dental benefits, retirement, unemployment compensation, and worker's compensation.
- Conducts surveys related to salaries, fringe benefits, staffing patterns and working conditions.
- Recommends to the Superintendent all policies, rules and regulations for the District's program of personnel administration.
- Works with the Director of Compliance to investigate employee complaints and grievances and recommends corrective actions.
- Monitors bills in the state legislature related to school personnel matters and recommends district support or opposition to the Superintendent.
- Supervise preparation of all agenda items related to Personnel for School Board meetings.
- Monitors and coordinates with Directors and Division Supervisors.
- Serves as a member of the Superintendent's Executive Cabinet and Leadership Team.
- Responds to specific annual job objectives as identified by the Superintendent.
- Collaborates with the Administration Staff to plan programs to meet all district-wide certificated and classified personnel needs.
- Administers the Benefits program (worker's compensation, health, dental and life insurance, leaves of absence and retirement) for all employees.
- Represents the District in various community committees and organizations, which are essentially concerned with matters concerning human resources.
- Performs other tasks as assigned by the Superintendent.