

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> Chief Human Resources Officer	
<i>Supervisor:</i> Superintendent/Chief Operations Officer	<i>Classification:</i> Salary, Non-Represented
<i>Days/Months:</i> 12 months	<i>Grade:</i> 12

**Job Summary**

The Chief Human Resources Officer (CHRO) is responsible for the comprehensive management of all HR functions within the school district, serving as a strategic decision-maker who drives and aligns HR practices with the district's strategic planning. Core duties include the recruitment, hiring, and placement of employees, promoting positive employee relations; administering employee benefits; and overseeing workforce planning and administration. The CHRO also ensures compliance with Equal Employment Opportunity (EEO) and Title IX requirements, among other essential HR functions. Additionally, the CHRO advises principals, managers, and supervisors, supervises the implementation of the district's evaluation systems, interprets and applies negotiated agreements, manages relationships with bargaining unit representatives, develops policies and procedures, and oversees the division's budgets and operations.

**Essential Job Functions**

Responsible for overseeing all functions of the Human Resources Division, including Recruitment, Labor and Employee Relations, Benefits, Human Resources information systems, and Substitute Dispatch.

Develops and recommends policies and actions pertaining to personnel management, including the functions of recruitment, selection, placement, orientation, evaluation, employee benefits, salary placement, termination, and leadership development.

Oversees the district's recruitment program, including advertising and processing all employment applications. Establishes proper screening procedures and recommends applicants for employment. Oversees the development and maintenance of job descriptions for positions in the district.

Oversees the development and implementation of evaluation systems for all certificated, classified and exempt personnel.

Assists with the direction of the leadership and management development program for administrators throughout the district; assists administrators with personnel matters in areas such as assessing personnel performance.

Oversees internal investigations, facilitates disciplinary actions and terminations, and represents the district in grievance and arbitration proceedings.

Oversees the employment and educational opportunity (EEO) and Title IX department, including the district's affirmative action and workforce diversity plan.

Directs and administers programs of permanent records for all personnel. Oversees the collection of all permanent records, personnel files for all district employees; staff listings and all confidential district employee information.

Recommends and advises on matters pertaining to retirements, leaves of absence, assignments, transfers, salary administration, and employee benefits.

Serves as the chief spokesperson for labor negotiations and works collaboratively to develop strategies for negotiating new labor contracts. This role encompasses the preparation of collective bargaining proposals, contract maintenance, and the resolution of grievances, ensuring that these processes are handled effectively and in alignment with district objectives.

Maintains knowledge of industry trends and employment legislation and ensures district's compliance.

Maintains responsibility for compliance with federal and state legislation pertaining to all personnel matters.

#### **Non-Essential Job Functions**

Performs other job-related duties as assigned.

#### **Equipment Used**

Office-related equipment, to include computer, printer, scanner, fax, copy machine, telephone, adding machine, and related software.

#### **Independent Decisions**

Exercises independent decision making on the department budget, staffing of districtwide and building personnel, staff training and development; and evaluates assigned exempt staff.

#### **Primary Working Contacts**

Works closely with all district administrators in the conduct of personnel and employee relations and leadership development responsibilities. Maintains a close working relationship with the Board of Education and representatives of the employee organizations.

#### **Responsibility for Cash, Equipment, Safety**

The executive director is responsible for the annual budget for department in excess of \$8 million.

#### **Supervision Received and Exercised**

Works under the direction of the chief operations officer and superintendent; supervises the human resources staff.

#### **Unusual Working Conditions**

Some evening and weekend meetings will be required; workload may be stressful; frequent deadline and/or pressure situations.

#### **Evaluation**

Annual written evaluation.

#### **Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

### **Job Qualifications**

The following are required:

1. Minimum of a bachelor's degree in human resource management, business administration, or a related field.
2. Five (5) years of experience in human resources administration and leadership development required (three (3) of which have been in a key leadership role).
3. SHRM-CP certification, or commitment to obtain certification within one year of hire.
4. Must possess a high degree of skill in personnel administration, employee relations, leadership development, and organizational management.
5. Superb collaboration and communication skills (written and oral) in English that clearly articulates goals, risks, assumptions, and recommendations.
6. Exceptionally skilled at reviewing and interpreting policies and union contracts as it pertains to recruitment, hiring and placement of employees, employee relations, management of employee benefits, work force planning and administration, and other personnel activities in the district.
7. Must possess demonstrated ability of professional and personal characteristics necessary for working effectively with school personnel and community members.

The following are preferred:

1. Master's degree in human resource management, business administration, or a related field.
2. Knowledge of school system policies, practices, and laws.
3. Experience working in a unionized workplace.

### **Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**