



## OFFICE OF HUMAN RESOURCES

Job Information	
<b>Job Title:</b> <i>Chief Human Resources Officer</i>	<b>Last Revised/Approved:</b> <i>04/06/2017</i>
<b>Job Code:</b> <b>0109</b>	<b>Reports To:</b> <i>Superintendent</i>
<b>Office:</b> <i>Office of Human Resources</i>	<b>Department:</b>

Compensation Information	
<b>Pay Grade:</b>	<b>Pay Range:</b>
<b>FLSA Status:</b> <b>NE</b>	<b>Term of Employment:</b> <i>FT</i>

### Position Summary/Purpose:

Provides leadership and manages the Human Resources (HR) organization, including HR Operations and School Support Services to include: Employee Relations, Employee Rights, Recruitment and Staffing, Benefits, Pension and Insurance Services and Compensation and Performance Management, in accordance with policies and practices of Milwaukee Public Schools (MPS), state and federal laws, administrative rulings and other regulatory agencies.

### Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

### Management Competencies:

- Developing Others
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

### Essential Functions:

*An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.*

*Note: An Essential Function must meet the following criteria:*

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Formulates, recommends and implements Human Resources (HR) programs and policies that align with the organizational goals of Milwaukee Public Schools (MPS).

- Provides strategic and tactical Human Resources management planning in accordance with the short-term objectives and long-term workforce needs of the district.
- Evaluates the effectiveness of all HR practices to ensure they support the MPS goals and objectives. Defines the district's HR policies and programs to ensure compliance with various laws and to maintain areas of authority and accountability within the department.
- Serves as a member of the superintendent's executive team and as the senior level advisor on HR issues to the Superintendent, Board of School Directors, District Administrators and the community.
- Provides leadership, direction and directives to the HR Management team for the development of streamlined processes to maximize efficiency and effectiveness within the department.
- Provides direction to the HR staff in the performance of their duties, establishing work priorities and in achieving management initiatives. Recommends training programs that help to continually improve the productivity of the HR staff.
- Maintains current knowledge and understanding of regulations, industry trends, current and best practices, new developments and applicable laws regarding human resources.
- Hires, evaluates and recommends administrative and supervisory assignments and promotions to the Superintendent and appropriate division heads; ensuring compliance with district policies and procedures.
- Conducts meetings and conferences with bargaining representatives and others to address employment concerns and discipline issues. Recommends practices necessary to establish positive working relationships.
- Oversees all aspects of the salary administration plan for MPS. Ensures appropriate performance management systems are maintained and that they integrate sound business strategies with MPS operations and objectives.
- Oversees the Human Resources policy committee which sets direction for utilization and implementation of the HR/Payroll system (HRMS).
- Oversees management of the MPS insurance and benefits programs, pension plans and appropriate changes necessitated by various regulations and budget constraints.
- Oversees the administration of unemployment compensation claims and the Employee Assistance Program.
- Plans and develops the departmental budget and manages all expenditures. Coordinates the completion and submission of all HR Requests for Proposals for goods and services.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

## **Job Requirements:**

### ***Education Requirements:***

- A master's degree in from an accredited college or university is required
- Additional postgraduate work or a law degree is desired
- HR certifications, CCP, CEBS or SPHR are recommended
- Appropriate licensure by the Wisconsin Department of Public Instruction (DPI) as a supervisor (#10) can be substituted for other education

### ***Experience Requirements:***

- Fifteen years of progressive HR experience is required
- Seven or more years at a senior management level with total responsibility for at least one HR functional area
- Previous public sector experience is desired

### ***Knowledge, Skills and Abilities:***

- Outstanding oral and written communications skills, negotiation skills and presentation skills are essential.
- The ability to make clear, persuasive presentations on complex topics is required.
- Strong consultative skills are necessary.

- In depth experience and knowledge of all aspects of HR including applicable state and federal regulations is required.
- Experience in the implementation and use of technology and automated systems for streamlining business processes is required.
- Must be comfortable operating in an environment with multiple priorities and numerous deadlines.
- Must be capable and comfortable working with a diverse population.
- Experience managing employees and budgets is required.
- Must be able to compile HR data and organize it into comprehensive reports.
- The ability to develop effective working relationships with all levels of the organization is required.
- Must be able to make sound and effective decisions that have a sound basis in law for the organization.
- Must be able to identify resources.
- Broad knowledge of employee and labor relations issues, employee retention, compensation, benefits, insurance and performance management and development.
- The ability to develop and implement strategic plans is required.

### **Working Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job
- Frequently required to travel around the city of Milwaukee and occasionally travel out of town

### **Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.*

### **Equal Opportunity:**

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.