



**POSITION DESCRIPTION**

<b>JOB TITLE: Chief Human Resources Officer</b> Job Class: 0109	
<b>DATE</b>	<b>DIVISION</b> Office of Human Resources
<b>BARGAINING UNIT:</b> ASC-Cabinet	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule: (Exempt) Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) Provides leadership and manages the Human Resources organization, including HR Operations and School Support services, Labor Relations, Orientation, Induction, Training and Evaluation, Recruitment and Staffing and Benefits and Insurance Services in accordance with policies and practices of Milwaukee Public Schools (MPS), state and federal laws, administrative rulings and other regulatory agencies.</p>	

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
  - 2) No other employee is available to perform that function,
  - 3) The function is highly specialized, and
  - 4) Removing the function would fundamentally alter the job.

1. Formulates, recommends and implements Human Resources programs and policies that align with the organizational goals of Milwaukee Public Schools (MPS).
2. Provides strategic and tactical Human Resources management planning in accordance with the short-term objectives and long-term workforce needs of the district.
3. 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.
4. 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, other District Administrators and the community.
5. Provides leadership, direction and directives to the HR Management staff for the development of streamlined processes to maximize efficiency and effectiveness within the department.
6. 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.
7. Maintains current knowledge and understanding of regulations, industry trends, current and best practices, new developments and applicable laws regarding human resources.

8. Hires, evaluates and recommends administrative and supervisory assignments and promotions to the Superintendent and appropriate division heads; ensuring compliance with district policies and procedures.
9. Conducts meetings and conferences with union representatives relative to actual and potential labor management concerns. Recommends practices necessary to establish positive working relationships between MPS and the bargaining units. ~~Implements the negotiations philosophy for the district.~~
10. 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.
11. Oversees the Human Resources policy committee which sets direction for utilization and implementation of the HR/Payroll PeopleSoft system and other HR systems (HRMS).
12. Oversees management of the MPS insurance and benefits programs, wellness plans and appropriate changes necessitated by various regulations and budget constraints.
13. Oversees the administration of workers' compensation claims, unemployment compensation claims and the Employee Assistance Program.
14. 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.
15. Actively supports the MPS Strategic Plan.
16. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General administrative direction provided by the Superintendent of Milwaukee Public Schools.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Responsible for all levels of supervision for the Human Resources staff (6 direct and approx. 41 indirect).

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

A master's degree in from an accredited college or university is required and/or appropriate licensure by the Wisconsin Department of Public Instruction (DPI) as a supervisor (#10). Additional postgraduate work or a law degree is desired. HR certifications, CCP, CEBS or SPHR are recommended.

**Experience Requirements**

A minimum of ten years of high level HR experience, five at a senior management level with 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 numerous bargaining units and contracts. 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. The ability to manage multiple priorities with varying deadlines is required. Broad knowledge of employee and labor relations issues, employee retention, compensation, benefits, insurance and risk management and organizational 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.

General office environment, with occasional city-wide travel. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**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.

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**