



## **Chief Human Resources Officer Job Description**

Bend-La Pine Schools is committed to the principle of equity. Equity supersedes the notion of equality, where all are treated the same. Pursuing equity requires the removal of barriers and the promotion of inclusive practices so that all students fully benefit. The principle of equity will inform all BLS policies, regulations, programs, operations, practices, and resource allocations.

Studies have shown that some individuals (women and people of color, for example) are less likely to apply for jobs unless they believe they meet every single qualification in a job description. Our goal is to find the best candidate for the position, and we acknowledge that that candidate may be an individual from a less traditional background. We encourage you to apply, even if you don't believe you meet every one of our qualifications described. If you are unsure whether you meet the qualifications of a position, or how this would be determined, please feel free to contact Human Resources to discuss your application.

**Position Title: Chief Human Resources Officer**

**Department: Human Resources**

**Reports To: Superintendent**

### **JOB DEFINITION:**

The Chief Human Resources Officer (CHRO) serves as the district's senior executive responsible for providing strategic workforce counsel to the Superintendent, strengthening organizational effectiveness, leading the district's labor relations strategy, establishing personnel policy and human capital strategy, and ensuring the effective operation of the district's human resources systems and functions.

In this role, the CHRO functions as the district's primary labor relations partner and lead negotiator, shaping collective bargaining strategy, overseeing contract administration, and sustaining durable labor relationships grounded in clarity, accountability, and fiscal responsibility.

The CHRO provides department-wide and director-level leadership of the Human Resources function, advancing the continuous improvement and strategic evolution of HR service delivery, operating structure, and the supporting systems and infrastructure that enable effective workforce management.

Through executive oversight of employee relations, benefits administration, evaluation systems, recruitment strategy, compensation and classification systems, and HR operations, the CHRO ensures strategic alignment and consistent personnel practices across the district.

## **ESSENTIAL JOB FUNCTIONS:**

### Executive Leadership

- Serve as a senior advisor to the Superintendent and executive leadership team, providing strategic counsel on organizational priorities and complex leadership decisions.
- Provide executive guidance on workforce strategy, personnel policy, organizational design, and complex personnel matters.
- Translate legal, fiscal, and workforce considerations into clear strategic guidance for executive leadership and the Board of Directors.
- Provide strategic workforce analysis, reporting, and recommendations to support executive decision-making.
- Represent the human resources perspective in executive leadership deliberations and district strategic planning.

### Organizational Effectiveness

- Strengthen organizational effectiveness by aligning workforce structures, personnel systems, and leadership roles with district priorities.
- Advise executive leadership on organizational design, workforce capacity, and structural decisions that support effective district operations.
- Ensure personnel systems and practices promote clarity of roles, consistent decision-making, and organizational accountability.
- Identify structural, policy, or workforce barriers that limit organizational effectiveness and recommend strategic solutions.
- Promote the effective use of workforce data, analysis, and systems thinking to support sound organizational decision-making and long-term sustainability.

### Labor Relations and Collective Bargaining Leadership

- Lead the development and execution of the district's collective bargaining strategy in alignment with organizational priorities and fiscal sustainability.
- Serve as the district's lead negotiator in all formal collective bargaining processes.
- Provide executive counsel to the Superintendent on labor strategy, contract interpretation, and workforce risk.
- Provide executive oversight of contract administration and grievance processes to ensure consistency, integrity, and alignment with negotiated agreements.
- Foster durable labor-management relationships that support organizational stability, workforce trust, and long-term sustainability.

### Personnel Policy and Enterprise HR Strategy

- Establish and steward districtwide human resources philosophy and personnel policy.
- Align human capital strategy with district goals, workforce planning needs, and long-term sustainability.
- Ensure that personnel policies, regulations, and practices are legally sound, internally coherent, and consistently applied.
- Coordinate with the district's Title IX Coordinator when Title IX matters involve personnel issues, ensuring clear distinction between Title IX investigative authority and human resources responsibilities related to employment actions, labor relations considerations, and contractual obligations.
- Advise executive leadership on workforce implications of strategic decisions.

- Guide organizational design and succession planning efforts in collaboration with district leadership.

Oversight of Human Resources Functions and Systems Leadership

- Provide executive leadership for the design and alignment of HR service delivery systems and operating structure, including implementation and integration of the district's Human Resources Information System (HRIS)
- Coordinate with the district's Title IX Coordinator when Title IX matters involve personnel issues
- Strengthen clarity, consistency, alignment, and operational effectiveness across human resources functions.
- Leverage data, technology, and systems thinking to improve workforce strategy, analysis, and execution.
- Lead and develop director-level HR leadership to support strategic alignment, operational clarity, and effective execution of HR functions.
- Shape workforce planning, staffing alignment, recruitment strategy, and talent acquisition efforts.
- Advise on complex employee relations matters and investigations.
- Guide compensation and classification systems to ensure equity, competitiveness, and fiscal responsibility.
- Support the strategic administration of employee benefits and wellness programs.
- Reinforce consistent implementation of evaluation systems and performance management practices.
- Advise on compliance with federal, state, and district employment laws and reporting requirements.

**WORKING CONDITIONS:**

Work is performed primarily in office and meeting settings, with regular presence across district facilities and participation in Board meetings, executive leadership sessions, and collective bargaining processes.

The position requires sustained executive-level decision-making, strategic analysis, negotiation, and management of complex and sensitive personnel matters. The CHRO regularly engages in high-level discussions involving labor relations, organizational design, workforce planning, and confidential employee matters. The position involves frequent exposure to sensitive information and high-stakes personnel issues requiring discretion and composure.

The role requires extended hours during bargaining cycles, investigations, Board preparation, and periods of organizational transition. Evening meetings and occasional weekend commitments may be required.

The CHRO must maintain the ability to exercise sound judgment under pressure, navigate conflict and competing interests, and communicate effectively with diverse stakeholders, including district leadership, employees, labor representatives, legal counsel, and the Board of Directors. The employee must be able to perform the essential functions of the position with or without reasonable accommodation.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### Knowledge:

- Public sector labor relations, collective bargaining strategy, and contract administration frameworks.
- Employment law, personnel policy development, and regulatory compliance in complex public organizations.
- Organizational design, workforce planning, and enterprise HR operating models.
- Compensation strategy, classification systems, and salary structure development within public institutions.
- Performance management systems and evaluation frameworks.
- Fiscal implications of labor agreements, staffing models, and compensation systems.
- Governance structures, Board dynamics, and executive decision-making processes in public education.
- HR information systems, data analytics, and technology-enabled workforce management.
- Emerging trends in workforce strategy, talent development, and organizational effectiveness.

### Skills & Abilities:

- Executive-level negotiation and labor strategy leadership.
- Strategic systems thinking and organizational analysis.
- Design and alignment of complex workforce systems.
- High-level decision-making in complex and sensitive personnel matters.
- Translation of legal, fiscal, and workforce risk into clear executive guidance.
- Relationship-building across diverse stakeholder groups, including labor partners, executive leadership, and the Board.
- Leadership and development of senior HR staff and department-wide teams.
- Effective navigation of politically complex public-sector environments.
- Sound judgment, discretion, and composure under pressure.
- Leadership through organizational change and structural evolution.
- Strict confidentiality and ethical stewardship of sensitive information.
- Alignment of competing priorities while maintaining organizational clarity and fairness.
- Disciplined execution under demanding deadlines.
- Exceptional written and verbal communication, including Board-level presentation.

## **EDUCATION AND EXPERIENCE:**

### Required

- Bachelor's degree in Human Resources, Business Administration, Public Administration, Education, or a related field.
- Progressively responsible Human Resources leadership experience, including senior-level executive responsibility.
- Demonstrated experience serving as a senior labor strategist in public sector collective bargaining.
- Experience establishing and stewarding personnel policy within a complex organization.
- Experience overseeing director-level leadership and department-wide operations.

- Demonstrated leadership in organizational design, workforce planning, or structural alignment initiatives.
- Comprehensive understanding of employment law and public sector labor relations.

#### Preferred

- Master's degree in Human Resources, Public Administration, Education, Organizational Leadership, or related field.
- Experience in K–12 public education leadership.
- Experience in Oregon public sector labor relations.
- Senior HR certification (e.g., SHRM-SCP, SPHR).
- Leadership experience in a large or multi-site public organization.

#### **EXPECTATIONS OF PROFESSIONAL CONDUCT:**

Employees of Bend-La Pine Schools are expected to adhere to all Bend-La Pine Schools policies and regulations, ensuring compliance with established procedures and expectations. They are to prioritize the well-being of students, aligning their conduct with the core values of public education and the mission, vision, and goals of Bend-La Pine Schools. This entails maintaining consistent and punctual attendance while adhering to site and/or district protocols for reporting absences.

Professionalism extends to personal presentation, with employees expected to maintain attire and grooming appropriate to their roles. While carrying out everyday tasks independently, it's essential to maintain professionalism in how you communicate, both verbally and nonverbally, with students, parents/guardians, the public, and colleagues. This includes valuing and respecting cultural and background differences. Employees of Bend-La Pine Schools are entrusted with fostering a respectful working and learning environment, upholding confidentiality regarding student, staff, and district information at all times.

*The statements herein reflect the general nature and level of work expected in this position and are not intended to be an exhaustive list of all responsibilities, duties, or qualifications.*

*Employees may be assigned additional duties as needed to support district operations, provide coverage, and ensure the effective functioning of the organization. This may include location changes to the assignment in order to address developing district needs.*