Adams12 Five Star Schools

Job Description
Prepared/Revised: **July 2026**

Job Title:	**Chief Human Resources Officer**	Job Code:	**3076**
Job Family:	**Non-Certified Administrative**	FLSA Status:	**Exempt - E**
Pay Program:	**Administrative**	Pay Range:	**L31**
Typical Work Year:	**12 months**		

SUMMARY: Provide leadership to develop, implement and maintain effective and comprehensive systems, programs, processes and procedures in the area of compensation, human resource information systems, benefits administration, employee/labor relations, negotiations, recruitment, employment, and substitute teacher program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Develop and implement comprehensive systems, programs, processes and procedures in the area of compensation, human resource information systems, benefits administration, employee/labor relations, negotiations, recruitment, employment, and substitute teacher program, which ensure that the district can attract and retain district employees.	D	30%
2. Maintain current knowledge of and ensure that human resources and district staff comply with District policies and interpretations, state and federal laws and master agreements. Serves as the District's HIPPA security official responsible for the confidentiality, integrity, and availability of health plan critical information systems and assets through the development and administration of security processes that comply with the HIPAA Security Rule.	D	10%
3. Establish and maintain positive working relationships with key district staff and association/bargaining units' leadership in order to maximize effectiveness of Human Resources toward the achievement of District goals, objectives and Board Ends.	D	15%
4. Provide and expand functionality of human resources information systems for use in departmental and organizational decisions which can lead to increased efficiency in district practices, reduced expenditures, and improvement in attainment of departmental and organizational goals.	W	10%
5. Ensure that the district maintains a viable and competitive image within the organization and community by engaging in proactive human resource activities and analyzing current data and information with regard to compensation programs, benefits administration, employment and employee/labor relations practices.	W	10%
6. Ensure that all personnel practices are reasonably calculated to service employee-customers without violating Board operating limitations.	W	5%
7. Lead the negotiations teams in negotiating collective bargaining agreements. Guide development of contract language to advance achievement of Ends and compliance with Operating Limitations.	M	15%
8. Perform other duties as assigned.	Ongoing	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- Master's degree in human resources or related field preferred.
- Demonstrated continuing education to ensure current knowledge of human resources related rules and regulations on a state and federal level.
- Preference extended to candidates who demonstrate a commitment to the profession by possessing a certification in PHR (Professional in Human Resources) or SPHR (Senior Professional in Human Resources), SHRM-SCP (Society for Human Resource Management - Senior Certified Professional); CCP (Certified Compensation Professional), World at Work; Certified Employee Benefits Specialist (CEBS).
- Over five (5) years of experience in Human Resource Management or related field with a preference for public sector/public education experience.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong technical skills and knowledge of human resource related laws and regulations on federal, state and local level.
- Excellent interpersonal skills inclusive of the ability to mediate and facilitate.
- Understand human resource programs and activities in a public sector environment.
- Exposure to human resource information systems is beneficial.
- Experience in a unionized setting and knowledge of labor relations laws, practices and procedures.
- Ability to use computers and familiarity with standard software.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, e-mail, etc.
- Human Resource Information Systems Training –within one year of hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Superintendent	3090

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Human Resources Director	1	3099
	Human Resources Operations Director	1	3144
	Senior Executive Assistant-Cabinet	1	1343

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Solely responsible for developing, administering, monitoring and coordinating a budget.
- Solely responsible for initiating a requisition.
- The individual in this position is prepared to be designated as "temporary acting Superintendent" and shall have intimate knowledge of district budget, personnel, and learning/curriculum issues.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	