

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Chief Human Resources Officer

Schedule: Salaried Support/Grade 10

Job Code: 94ADMIN663

FLSA: Exempt

Calendar: ADSUP-S

Benefits: Eligible (Retirees not Eligible)

Contract Type: ADMIN

Bargaining Unit: None

Revised Date: 06/02/2026

PURPOSE

The Chief Human Resources Officer provides strategic leadership and oversight for all human resources functions of the district, including talent acquisition, employee relations, labor relations, compensation, performance management, compliance, and organizational effectiveness. As a member of the Superintendent's Cabinet, this position develops and implements systems, processes, and practices that attract, support, develop, and retain a highly effective workforce; ensures compliance with applicable laws, regulations, board policies, and collective bargaining agreements.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Serve as a member of the Superintendent's Cabinet, providing strategic leadership and guidance on human capital initiatives, workforce planning, labor relations, organizational effectiveness, and personnel matters.
- Advise the Superintendent and Board of Education on human resources matters, workforce trends, labor relations, compensation, employee relations, personnel policies, and the impact of employment-related decisions on district operations and strategic goals.
- Collaborate with the Chief Financial Officer, Chief Schools Officer, Chief Academic Officer, and other district leaders to develop and implement short- and long-term staffing plans aligned with district needs, enrollment projections, and budget priorities.
- Lead the development, implementation, and continuous improvement of district-wide talent acquisition strategies to recruit, select, hire, and retain highly qualified and diverse certified and classified employees.
- Partner with district leaders and stakeholders to define, communicate, and support the knowledge, skills, dispositions, and performance expectations necessary for employee success and student achievement.
- Lead district efforts to ensure compliance with federal, state, and local employment laws, labor regulations, board policies, and collective bargaining agreements, collaborating with legal counsel to address personnel matters, mitigate organizational risk, and support sound decision-making.
- Provide strategic leadership for labor and employee relations, including serving as spokesperson for the CPS bargaining team during collective bargaining negotiations; oversee grievance resolution, workplace investigations, conflict management, and ensure consistent administration and compliance

with collective bargaining agreements and employment policies while promoting collaborative and productive labor-management relationships.

- Oversee employee certification, licensure, and credentialing processes to ensure compliance with state requirements and maintain appropriately qualified personnel.
- Administer and monitor personnel practices and procedures related to employee assignments, transfers, discipline, performance improvement, leaves, resignations, retirements, reductions in force, and other employment actions.
- Foster a positive organizational culture by developing systems and processes that support employee engagement, communication, feedback, recognition, professional growth, and continuous improvement.
- Provide leadership and oversight for human resources operations, including employee performance management, supervision, evaluation, and accountability systems that support employee effectiveness and organizational goals.
- Develop, implement, evaluate, and recommend human resources policies, procedures, and practices that promote equitable, consistent, and effective personnel management across the district.
- Analyze workforce data and trends to inform decision-making, improve organizational effectiveness, and support the district's strategic priorities.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>

REPORTING RELATIONSHIPS

Reports To: Superintendent

Supervises: Director of Human Resources for Classified Personnel, Director of Human Resources for Certificated and Salaried Personnel, Executive Assistant to the Chief Human Resources Officer

QUALIFICATIONS

Minimum: Bachelor's Degree with specialization in educational administration, personnel, business or related degree. Three (3) years of experience in public and/or educational administration including three (3) years of increasing technical personnel experience.

Preferred: Hold or be eligible for a Missouri Superintendent Certificate. Doctorate degree preferred. PHR, SPHR, or SHRM-SCP certification preferred.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Present information to teachers, staff, other administrators, and boards. Respond to common questions and concerns. Interview students, staff, and teachers. Read, analyze, and interpret professional journals, memoranda, policies, administrative procedures, and statutes. Write business correspondence,

including staff memoranda and newsletter articles. Keep information confidential when required by law, policy, or the nature of a particular situation. These are essential functions of the job.

Computation: Work with mathematical concepts, such as probability and statistical inference, and analyze data for instruction. Apply concepts such as fractions, percentages, ratios and proportions to practical situations. Perform computer word processing (including spreadsheets) and internet research. Access and create reports using the Districts student information software and databases. These are essential functions of the job.

Reasoning: Define problems, collect data, establish facts, and draw valid conclusions. Interpret instructions furnished in written, oral, diagram or schedule form. Interpret instructions presented in written, oral, diagram or schedule form. Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement

Technology: Use of technology in daily work; present information to colleagues, staff and students using a variety of media. Access and create reports using the District's student information software and databases. Readily utilize smart boards, projectors and other instructional technology provided by the district. Adhere to all District policies and procedures regarding technology use. These are essential functions of the job.

Physical Demands: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and considerable dexterity in operating office equipment. Consistent and regular attendance is an essential function of this position including attend Board meetings, student activities and events. Weekends or in evening hours is common. Travel between district facilities. Moderate amount of travel, both in and out of state.

Environmental conditions: The work environment is consistent with a typical office environment; however, they will occasionally be in a school setting, outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours. These are essential functions of the job.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer