



Los Angeles Unified School District - Job Opportunity

Job Posting Title Chief Human Resources Officer (Human Resources)

Reference code JP16-258-XA1

Minimum Salary \$ 172,884.00 Annual

Maximum Salary \$ 215,388.00 Annual

Application Open Date 07/01/2016

Information about LAUSD

We anticipate receiving a number of well qualified applicants for this position; please apply soon.

We are LAUSD. We are at the forefront of innovation in public schools, with the serious work of tailoring the learning environment to better serve our community. Here, you will have the opportunity to exercise your potential in the business of education.

If you would like to work for an organization that makes a difference in the future of our students, the Los Angeles Unified School District (LAUSD) is the place for you.

LAUSD believes that certificated employees are the key to transforming teaching and learning so that we prepare all students to graduate college and workforce ready, and we are committed to educational reform and innovative instructional programs that are aligned to state standards.

Department or School Site

The Los Angeles Unified School District, the nation's second largest school district, is currently seeking a leader with a professional background of successful accomplishments to lead our Human Resources (Certificated) Division.

As the Chief Human Resources Officer, you will be responsible for overseeing one of the largest certificated human resources divisions in the United States.

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The new Chief Human Resources Officer will report directly to the Superintendent, and will lead a diverse and dynamic team of human resources professionals engaged in District-wide activities including certificated recruitment, selection, placement and assignment, classification and compensation, employee performance management and accountability, salary administration, and employee relations. You will manage a staff of approximately 391 certificated and classified employees and a budget of approximately \$82 million.

What we are looking for:

Our ideal candidate for Chief Human Resources Officer will have senior-level management professional experience and knowledge of contemporary human resources practices including strategic, workforce and succession planning and experience executing human capital strategies. He/she will also bring with them experience implementing human resources process improvements and enhancements with an eye to an ever responsive and service oriented human resources operation.

He/she will have experience connecting human resources practices and results with the mission of a public educational organization or agency. The ideal candidate will be able to align all human resource systems so that all areas (recruitment, selection, staffing, performance management and support, and compensation) are focused on and advance leadership's strategic goals and direction. Successful candidates will have the ability and the experience to develop a vision for solutions to critical human capital challenges.

As the senior level certificated human resources leader, he/she will lead by example and have a proactive personnel management approach and ability to create and maintain a positive work environment in which all staff are motivated and engaged to do their best.

As important as this individual's professional experience is, their ability to cultivate relationships and work effectively with labor partners, external agencies, senior staff and administrators will be essential to his/her success. The Chief Human Resources Officer interacts with and advises the Board, the Superintendent and other senior staff on key strategic certificated human resources issues impacting the District. As Human Resources Officer in the Human Resources Division he/she must also work collaboratively with the Director of the Personnel Commission (classified/non-teaching human resources) to share best practices, reach common goals and improve service to schools.

Excellent communication skills, written and verbal are vital. This

individual will need to be able to navigate through a complex organizational and legal environment. He /she will be professionally resilient and maintains their composure and professionalism within a complex and high volume work environment which often experiences unexpected shifts in priorities.

Benefits

Insurance: District paid premiums for your choice of several medical, dental, and vision for you and your dependents; and life insurance plans. Retirement: Membership in the California Public Employee Retirement System (CalPERS). Vacation: 24 days each year. Paid Holidays: 12 days.

Job Duties/Responsibilities

Some of the more critical duties of the Chief Human Resources Officer include directing and reviewing the administration of the Human Resources Division through managers and staff personnel engaged in:

The analysis and evaluation of District human resources practices and procedures including, but not limited to, classification, compensation, rules/policy development, and collective bargaining;

The implementation of technology solutions for certificated human resources operations;

The preparation of a proposed annual budget for certificated personnel operations;

The development, review and monitoring implementation of human resources policies and interpreting such policies to the Board of Education, District employees and the public;

The analysis and evaluation of proposed legislation concerning recruitment, selection, assignment, certification, classification, compensation, and related personnel functions.

Minimum Requirements

Education: Graduation from an accredited college or university with a Bachelor's degree*. A graduate degree* in business, public administration, industrial psychology or a related field is preferred.

Experience: Five (5) years of experience as a human resources executive, manager or human resources administrator for a large public or private employer.

Note: To verify the education requirement, an original diploma or official transcript must be presented at the time of the interview.

*Applicants who have completed college or university course work at an institution in a country other than the United States, must obtain a

Application Process

complete evaluation of foreign transcripts and degrees. Please be sure to request a "Detailed" evaluation report.

If you have what it takes to work in a rewarding and challenging environment, then we would like to learn more about you.

Interested applicants must apply through our online application system, however, once registered, it is not necessary to complete all of the tabs. Simply complete the mandatory tabs, and skip to the ATTACHMENT tab to attach and submit the following items:

- 1) Professional resume or curriculum vitae;
- 2) Cover letter, in which we would like you to address your professional experience and why you believe that you are the best fit for this position;
- 3) Additionally, in a separate document (not to exceed three (3) pages) address the following:
 - A) Your professional experience successfully and effectively managing a comprehensive certificated human resources function, including the staff size and functional areas overseen;
 - B) Your experience and expertise using data analytics to drive decision making (related to recruitment, selection, staffing, performance management, compensation and/or professional development);
 - C) Your experience developing organizational infrastructures to conduct activities necessary to meet leadership's strategic vision and goals.

Your cover letter is a VERY important component in our application process as it will become part of the next step in our selection process. Please make sure that you describe in detail, your experience, education, and training that most closely relates to this position.

It is important that you provide a concise, organized, and easy to read responses to these questions before you "submit" your online application.

Please contact Deborah Jansen at deborah.jansen@lausd.net or 213 241-5449 with any questions regarding this position or our application process.

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?

Please visit www.lausdjobs.org and click on "help desk service request form" located to the left of the Quick Links.

Please be sure to include correspondence from @lausd.net as an approved sender so that messages aren't accidentally placed into your spam/junk e-mail folder.

For more information about the LAUSD employment assessment process, visit the 'My LAUSD Career' section of our website at <http://www.lausdjobs.org> .

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.

Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

Additional Posting Information

This is Senior Management recruitment. Successful candidates will be placed on a hiring (eligibility) list in alphabetic name order. Hiring departments may make job offers to anyone on the Eligibility List. Eligibility Lists are active for 12 months.