

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	Chief of Employee Services	Wage/Hour Status:	Exempt
Reports To:	Deputy Superintendent for Business & Employee Services	Pay Range:	892
Dept./School:	Employee Services	Date Revised:	05/23/2023

Primary Purpose:

Responsible for overall management of the district's human resources functions. Directs and supports the strategic planning and implementation of human resources programs to include staffing, wage and salary administration, performance appraisal, employee benefits, workman compensation and employee relations. Recommend and implement legally sound and effective human resource management programs, policies, and practices.

Qualifications:

Education/Certification:

Master's degree from an accredited college or university (required)

Valid Texas teaching certification (required)

Principal Certification (required)

Superintendent Certification (preferred)

Special Knowledge/Skills:

Knowledge and understanding of all facets of public-school operations

Knowledge and understanding of the change process, organizational development, conflict resolution and facilitation skills

Highly effective organizational and consensus building skills

Demonstrated ability to provide leadership, engage in creative problem solving, and contribute to effective team building

Demonstrated success in the recruitment, development and retention of employees in a public-school setting

Ability to create innovative approaches to establishing employment information on job openings (marketing strategies)

Knowledge of wage and salary, and performance appraisal administration

Knowledge of general and education employment law

Exceptional interpersonal, and communication (verbal and written) skills to work collaboratively with staff, parents, students and community

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Knowledge and understanding of benefits administration, unemployment compensation and workman's compensation process and procedures

Experience:

A minimum of three years human resources/employee services experience in central office (preferred) and/or like kind central administrative experience

Educational administrator or campus administration experience (preferred)

Major Responsibilities and Duties:**Human Resources**

Work with the Director(s) of Human Resources to recruit, support and retain an exemplary workforce

Provide leadership and support for all Human Resources functions of the District

Build relationships with higher education leaders in support of recruiting professional educators whose skills and operational beliefs make them a fit for the Plano ISD culture

Supervise the development and implementation of procedures for the Human Resources Department

Develop/monitor student enrollment and staffing in collaboration with School Leadership and Innovation and Academic Services Departments

Supervise and promote innovative alternative support programs for the recruitment, training and certification of instructional candidates and support staff

School/Organizational Climate

Develop procedures to facilitate collaborative decision-making processes, foster, and promote collegiality and teamwork for excellence

Ensure that district goals and objectives are developed with the involvement of staff, teachers, parents, and/or students, when appropriate

Facilitate cooperation between and among staff for consistency, effectiveness, and efficiency in the planning, implementation and monitoring of Human Resources throughout the district

Communicate with staff and principals any changes in Human Resources

Communicate and support expectations that are consistent with district objectives/district strategic plan

Employ an effective communication process that includes listening to all constituents

Anticipate, manage, and resolve conflict effectively

Administrative Leadership

Be informed of developments in state, federal and local laws and public policy affecting education

Follow-up on district level complaints that may come to the attention of the Chief Human Resource Officer through established appeal processes

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Provide leadership in the development of short and long-range plans for Human Resources which support a positive culture and diverse workforce within the district

Develop and administer Human Resources budget

Oversee the Employee Relations function which includes but is not limited to investigations, employee grievances, contractual nonrenewal and employment discharges.

Provide leadership and support to the Employee Benefits Department

Perform other duties as assigned by supervisor

Follow attendance policy as assigned by supervisor

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Supervisory Responsibilities:

All employees in the Employee Services Department

Working Conditions:

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress

Physical Demands/Environmental Factors:

Frequent districtwide and / or statewide travel; occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 5/23/2023

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature:

Date:
