

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**



**JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Chief Human Resources & Equity Officer
<b>CONTRACT YEAR:</b>	Twelve Months
<b>SALARY BAND:</b>	<u>S</u> <u>E</u>
<b>BARGAINING UNIT:</b>	ESMAB

**PREFERRED QUALIFICATIONS**

**EDUCATION:** An earned master's degree in human resources or human resources management from an accredited institution.

**EXPERIENCE:** A minimum of seven (7) years within the last ten (10) years of progressively responsible employment experience related to the title of the position.

OR

**MINIMUM QUALIFICATION**

**EDUCATION:** An earned bachelor's degree in human resources, human resources management, or related field from an accredited institution.

**EXPERIENCE:** A minimum of ten (10) years within the last twelve (12) years of progressively more responsible employment experience and/or training in the field related to the title of the position.

**ADDITIONAL QUALIFICATIONS**

**REQUIRED:** Demonstrated workforce management principles, strong written, verbal, and interpersonal skills. Experience working with multiple internal and external stakeholders.

Working knowledge of a broad spectrum of human resources/public and governmental relations management, including procedural and policy formulation as a supervisor/manager/director or related field. A minimum

of five (5) years working in a generalist role (specialty work in all facets of Human Resources).

Proficiency in computer application systems and social media platforms necessary to perform job responsibilities.

**PREFERRED:**

Senior Human Resources Professional (SPHR), ~~Professional in Human Resources (PHR)~~, or other senior level Human Resources certification is preferred.

Previous school-based administrative experience is preferred. Work experience in government/public sector related to the title of the position is preferred.

Bilingual skills are preferred.

**REPORTS TO:**

Superintendent of Schools

**SUPERVISION:  
SUPERVISES:**

This position supervises ~~a~~All employees assigned to the Division Office of Human Resources & Equity.

**POSITION GOAL:**

To enhance the success of the Broward County School Board in the deliverance of superior education to students by providing substantial and effective leadership direction and oversight of the Human Resources & Equity Division and ~~for providing quality human resources support to all employees~~ attracting, developing, and retaining and promoting staff recruitment and equity of a qualified workforce comprised of instructional and non-instructional employees, and by creating a positive and productive work environment and relationship with the community, business and governmental stakeholders.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The Chief Human Resources & Equity Officer shall:**~~carry out the performance responsibilities listed below.~~

Oversee the strategic planning, design, and management of programs, policies, and procedures designed to create a positive work environment by:

1. Collaborating with the ~~a~~ Labor Relations team to bargain collectively and to bargain the impact of decisions in good faith with employee representatives while ~~and~~ adhering to federal and state employment labor relations laws and regulations. This includes the ~~p~~Provisions within all ~~c~~Collective ~~b~~Bargaining ~~a~~Agreements and employee benefits; including health care and all other insurance benefits. Overseeing strategic management and planning of employee life cycle functions across the Division Office of Human Resources & Equity including, but not limited to, recruitment and selection, onboarding, employee and labor relations,

EEO/ADA requests, compensation and HRIS services, employment services and benefits, and unemployment administration. Managing activities governing the recruitment, selection, and employment of instructional and non-instructional employees.

2.1- Lleading short- and long-term projects related to ~~of~~ Human Resources & Equity strategic initiatives that align with the District's Strategic Plan.

3.2- Ensuring the maintenance of a competitive compensation structure for the workforce throughout the District.

4.3- Chairing the Superintendent's Insurance Advisory Committee to monitor, evaluate, and recommend employee health care plan changes, such as wellness program initiatives, retirement, savings, and other employee benefits.

5.4- Pperforming and promoting all activities in compliance with equal employment and non-discrimination policies of The School Board of Broward County.

6.5- Participating successfully in the training programs offered throughout the District to develop and increase the individual's skill levels and proficiency related to the assignments.

7.5- Reviewing current developments, literature and technical sources of information related to job responsibilities.

8.7- Ensuring adherence to good safety rules and procedures.

9.8- Following fFederal and sState laws, as well as School Board policies.

10.9- Pperforming other duties as assigned by the Superintendent of Schools or designee.

**SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:**

Frequently has contact with the Superintendent, School Board members, union officials, employees at all levels, the community, professional organizations, and governmental officials. The purpose of these interactions is to develop and implement sound policies and programs, obtain input, resolve problems, and remain in compliance with legal statutes.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**FLSA OVERTIME CATEGORY:**

The job is exempt from the overtime provisions of the Fair Labor Standards Act.

**EVALUATION:**

Performance will be evaluated in accordance with Board Policy.

Board Approved: 3/21/89 & Adopted: 4/13/89

Retitled & Realigned: 4/12/94

Retitled: 4/11/95

Revised: 4/23/96 & Adopted: 5/21/96

Organizational Chart: 4/13/99

Retitled & Realigned: 4/13/99 Effective: 7/1/99

Revised: 5/4/99 Adopted: 5/18/99

Organizational Chart: 5/9/00

Title Change & Upgraded: 5/01/2001

Realignment: 4/01/03

Revised and Adopted: 12/16/03

Reporting Relationship Changed: 7/1/04

Revised: 3/31/06

Revised: 5/19/06

Revised: 10/24/2012

2012-2013 Organizational Chart

2014-2015 Organizational Chart

Board Approved: 5/20/14

Board Adopted: 6/24/14

Board Approved: 8/18/15