

LOS ANGELES COUNTY OFFICE OF EDUCATION CHIEF HUMAN RESOURCES OFFICER

DEFINITION

Under policy direction of the Los Angeles County Office of Education (LACOE) Superintendent of Schools or Deputy Superintendent, serves as a member of the Superintendent's Cabinet and as LACOE's chief human resources executive and strategic advisor; directs, plans, implements, and administers human resources functions focused on talent acquisition, employee and labor relations, and classification, compensation, and benefits; provides executive leadership for certificated and assigned classified personnel functions; serves as LACOE's chief negotiator; and partners with the Personnel Commission while respecting its independent statutory authority.

DISTINGUISHING CHARACTERISTICS

This is a senior executive position requiring demonstrated expertise in California public-sector human resources, collective bargaining, employee relations, reductions-in-force, talent acquisition, classification and compensation, benefits, and the Merit System. The Chief Human Resources Officer (CHRO) balances strategic workforce leadership with operational accountability and builds effective partnerships with the Superintendent, executive leadership, Personnel Commission, bargaining units, legal counsel, and LACOE divisions.

SUPERVISION RECEIVED AND EXERCISED

Policy direction is provided by the Superintendent or Deputy Superintendent. Responsibilities include direct and indirect supervision of division directors, managerial, professional, technical, and clerical personnel.

EXAMPLES OF DUTIES – The classification specification provides a summary of the typical job duties performed, along with the general nature and level of work performed by employees in this classification. Duties may include, but are not limited to the following:

- Provides executive leadership for LACOE's human resources and workforce strategy, aligning priorities, service standards, resources, and performance measures with the County Superintendent's vision and organizational needs
- Leads talent acquisition and workforce planning for certificated and assigned classified positions, including recruitment, selection, onboarding, credentialing, placement, retention, and succession planning
- Directs employee and labor relations, including investigations, disciplinary matters, grievances, contract administration, labor-management relations, and the timely resolution of employee concerns and workplace issues
- Serves as LACOE's chief negotiator and employer-employee relations officer; develops bargaining strategies, leads negotiations, coordinates bargaining teams, recommends settlement parameters, and safeguards confidential and sensitive information
- Develops and leads LACOE's classification, compensation, and benefits strategy, including classification structures, market analysis, internal equity, salary and pay

practices, and employee benefits, to support recruitment, retention, organizational effectiveness, and fiscal sustainability

- Partners with the Personnel Commission and its staff on classified recruitment, examinations, eligibility, classification, compensation, and other Merit System functions, consistent with applicable laws, Merit Rules, statutory authority, and delegated responsibilities
- Oversees human resources operations, including employee records and employment processing, performance management, leave administration, workers' compensation and unemployment coordination, human resources technology, workforce data and reporting, and process improvement
- Directs reductions in force affecting certificated and classified employees, ensuring compliance with applicable laws, regulations, collective bargaining agreements, Merit Rules, and established timelines
- Advises the County Superintendent, Cabinet, administrators, and governing bodies on workforce trends, talent needs, employee and labor relations, compensation, organizational capacity, legal risk, and emerging human resources issues
- Develops, interprets, and administers personnel policies, procedures, and administrative regulations; ensures compliance with applicable federal and state laws, the Education Code, Merit Rules, and collective bargaining agreements
- Builds management capacity through training, technical assistance, and consultation in employee and labor relations, recruitment, compensation, supervision, performance management, and legal compliance; provides human resources support to school districts and charter schools as assigned
- Selects, develops, supervises, and evaluates assigned staff; administers the Human Resource Services budget; allocates resources based on strategic priorities; and represents LACOE with labor organizations, professional associations, public agencies, and other stakeholders
- Performs related duties as assigned

JOB REQUIREMENTS

Knowledge:

- California public-sector human resources, labor and employment law, collective bargaining, contract administration, grievances, investigations, and progressive discipline
- Talent acquisition, recruitment and selection, workforce planning, retention, succession planning, and organizational development in complex educational or public-sector organizations
- Classification systems, compensation philosophy and salary structures, market analysis, internal equity, pay practices, and employee benefits
- California Merit System principles, Personnel Commission authority, Merit Rules, and the respective roles of the employing authority and Personnel Commission
- Certificated and classified personnel practices, credentialing requirements, Education Code, and applicable federal and state regulations

- HR information systems, workforce analytics, records management, process improvement, budgeting, and fiscal stewardship

Core Competencies:

- Critical Thinking – Analytically and logically evaluating information, propositions, and claims
- Decision Making – Choosing optimal courses of action in a timely manner
- Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations
- Professional & Technical Expertise – Applying technical subject matter to the job
- Oral Communication – Engaging effectively in dialogue
- Writing – Communicating effectively in writing
- Customer Focus – Attending to the needs and expectation of customers
- Influencing – Affecting and changing other's position and opinions
- Involving Others – Engaging others for input, contribution, and shared responsibility for outcomes
- Relationship Building – Establishing rapport and maintaining mutually productive relationships
- Leadership – Guiding and encouraging others to accomplish a common goal
- Allocating Resources – Prioritizing the use of fiscal and material resources to maximize organizational effectiveness
- Managing Change – Addressing key factors that influence successful organizational change
- Organizational Design & Structure – Establishing organizational structure and clarifying roles and responsibilities
- Political & Organizational Savvy – Working skillfully with politics, procedures, and protocols across organizational levels and boundaries
- Project Management – Planning and tracking projects to ensure they are on-time, on-budget, and achieve their objectives
- Strategic Perspective – Evaluating immediate actions in context of achieving long range objectives
- Cultural Proficiency – Modeling communications and interactions that respect and include all individuals and their languages, abilities, religions and cultures

PHYSICAL DEMANDS AND WORK ENVIRONMENT – This summary provides examples of the typical physical demands and work environment of this classification.

Physical Demands:

Work is sedentary.

- Remains in a stationary position to perform desk work
- Lifts items such as binders and documents weighing less than 10 pounds without assistance
- Carries items such as binders and documents weighing less than 10 pounds without assistance
- Uses hands, wrists, and fingers repetitively to type and operate office equipment

- Rotates the head right or left from a neutral position to review work materials
- Exchanges information with co-workers and customers regarding work-related matters
- Uses near visual acuity at 20 inches or less to operate desktop or laptop computer

Work Environment:

The work environment involves everyday risks or discomforts that require normal safety precautions.

- Works in an indoor, climate-controlled environment
- Requires frequent travel by plane or car in the performance of assigned duties
- Will be temporarily exposed to outdoor weather conditions when moving between buildings and sites

MINIMUM QUALIFICATIONS:

Classified Applicants:

Experience: Five years of professional human resources experience in a large, complex educational, governmental, nonprofit, or public-sector organization, including three years in senior management or executive leadership. Experience must include leading labor relations, collective bargaining, compensation, employee relations, and comprehensive human resources operations.

Education: Master's degree in human resources, employee relations, human resources policy, industrial/labor relations, business administration, public administration, law, or other fields closely related to the job requirements of this classification from an institution of higher learning recognized by the Council of Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

Certificated Applicants:

Experience: Five years of educational leadership experience in a large, complex educational agency, including three years in senior management or executive leadership. Experience must include leading labor relations, collective bargaining, compensation, employee relations, and comprehensive human resources operations.

Education: Master's degree in human resources, employee relations, human resources policy, industrial/labor relations, educational administration, business administration, public administration, law, or other fields closely related to the job requirements of this classification from an institution of higher learning recognized by the Council of Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing. California Administrative Credential or a comparative administrative credential issued by another state is required for certificated applicants.

All Applicants:

Additional Requirements/Information: The Chief Human Resources Officer is a senior management position exempt from certain provisions of the Merit System (Education Code 45100.5). Juris Doctor, doctorate, or other advanced professional degree related to human resources, labor relations, organizational leadership, or public administration is preferred. Senior-level HR certification such as SHRM-SCP, SPHR, IPMA-SCP, or comparable credentials are desirable. Experience leading recruitment, classification, and/or benefits strategies for multiple employee groups working in a county office of education, school district, public agency, or other complex unionized environment, including work within or in partnership with a Merit System, civil service commission, or Personnel Commission is highly desirable. A valid California driver's license and the availability of private transportation or the ability to obtain transportation between job sites are required.

**CLASSIFICATION APPROVED BY THE PERSONNEL COMMISSION:
September 17, 2026**