

LOS ANGELES COUNTY OFFICE OF EDUCATION

CHIEF HUMAN RESOURCES OFFICER

Reports To	Deputy Superintendent	Division	Human Resource Services
Classification	Senior Management; Classified or Certificated	FLSA Status	Exempt
Work Year	Twelve months	Location	LACOE
Primary Focus Talent Acquisition • Employee & Labor Relations • Classification, Compensation & Benefits			

DEFINITION

Under the direction of the County Superintendent of Schools and Deputy Superintendent, serving as a member of the Superintendent's Cabinet, the Chief Human Resources Officer (CHRO) is LACOE's chief human resources executive and strategic advisor. The CHRO leads a high-performing human resources function focused on three core priorities: talent acquisition; employee and labor relations; and classification, compensation and benefits. The CHRO 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 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 staffing strategies for certificated and assigned classified positions, including recruitment, selection, onboarding, credentialing, placement, retention, and succession planning.
- Leads employee and labor relations, including employee concerns, investigations, discipline, grievances, contract administration, labor-management relations, and timely resolution of workplace issues.
- Serves as LACOE's chief negotiator and employer-employee relations officer; develops bargaining strategy, leads negotiations, coordinates bargaining teams, recommends settlement parameters, and maintains confidentiality of sensitive matters.
- Develops and leads LACOE's classification, compensation and benefits strategy, including classification alignment, salary structures, market analysis, internal equity, pay practices, employee benefits, and recommendations supporting recruitment, retention, organizational effectiveness, and fiscal sustainability.

- Coordinates classification and compensation studies and recommendations with the Personnel Commission and other appropriate parties, consistent with the Commission's statutory authority and LACOE's organizational and fiscal responsibilities.
- Partners with the Personnel Commission and staff regarding classified recruitment, examination, eligibility, classification, compensation, and other Merit System functions, consistent with law, Merit Rules, and delegated responsibilities.
- Oversees assigned human resources operations, including employee records, employment processing, performance management, leave administration, workers' compensation and unemployment coordination, HR technology, workforce data, and process improvement.
- Advises the Superintendent, Cabinet, administrators, and governing bodies on workforce trends, employee and labor relations, talent needs, 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, Education Code, Merit Rules, and collective bargaining agreements.
- Builds management capacity through targeted training, technical assistance, and consultation on employee relations, labor relations, recruitment, compensation, supervision, performance management, and legal compliance; provide countywide HR support to districts and charter schools as assigned.
- Leads, develops, and evaluates assigned staff; manages the Human Resource Services budget; allocates resources to strategic priorities; and represents LACOE with labor organizations, professional associations, public agencies, and other stakeholders.
- Oversees and directs reductions in force for both certificated and classified employees, ensuring compliance with applicable laws, regulations, collective bargaining agreements, and established timelines.
- Performs other 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:

- Strategic Workforce Leadership – Translating organizational and workforce priorities into effective human resources strategies, systems, and measurable results.
- Labor & Employee Relations – Leading complex employee relations, labor relations, and collective bargaining matters with sound judgment, discretion, credibility, and political acumen.
- Talent Management - Developing effective strategies and practices to attract, select, develop, and retain high-quality talent across certificated and classified workforces.
- Compensation and Workforce Analysis - Analyzing classification, compensation, benefits, workforce, and labor-relations data and make clear, fiscally responsible recommendations.
- Partnership and Relationship Building - Build productive partnerships with the Personnel Commission while respecting its independent statutory authority.

- Legal and Regulatory Navigation - Interpreting and communicating complex laws, regulations, Merit Rules, policies, and collective bargaining agreements.
- Communication – Engaging effectively with employees, administrators, labor partners, commissioners, legal counsel, public officials, and community stakeholders.
- Leadership – guiding organizational change, developing high performing teams, establishing accountability, and improving systems and service delivery.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

This summary provides examples of a typical physical demands and work environment of this classification.

Physical Demands:

- 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
- Moves short distances between buildings and sites

Work Environment:

Work is primarily performed in an office and meeting environment with frequent interaction with employees, administrators, labor representatives, commissioners, legal counsel, public officials, and community partners. Travel among LACOE locations and attendance at evening meetings or work outside regular business hours may be required for negotiations, investigations, emergencies, or other time-sensitive matters.

MINIMUM QUALIFICATIONS

Candidates may qualify through either of the following pathways:

- **Pathway A** – Certificated Educational Leadership: Master's degree in human resources, organizational development, educational administration, public administration, business administration, or related field; valid California Administrative Services Credential or a comparable administrative credential issued by another state; and five years of progressively responsible leadership experience, including at least three years in senior management or executive leadership, with demonstrated experience in collective bargaining, employee relations, and certificated and classified personnel systems.
- **Pathway B** – Professional Human Resources Leadership: Master's degree in human resources, employee relations, human resources policy, industrial/labor relations, public administration, law, or related field desired; five years of progressively responsible professional HR experience in a large, complex educational, governmental, nonprofit, or public-sector organization, including at least three years in senior HR management or executive leadership; and demonstrated experience in labor relations, collective bargaining, compensation, employee relations, and comprehensive HR operations. A California Administrative Services Credential is not required under this pathway.

DESIRABLE QUALIFICATIONS

- Experience in a county office of education, school district, public agency, or other complex unionized environment.
- Experience working within or in partnership with a Merit System, civil service commission, or Personnel Commission.
- Experience leading classification, compensation, and benefits strategy across multiple employee groups.
- Senior-level HR certification such as SHRM-SCP, SPHR, IPMA-SCP, or comparable credential.
- Juris Doctor, doctorate, or other advanced professional degree related to human resources, labor relations, organizational leadership, or public administration.

LICENSES, CERTIFICATES, AND CLEARANCES

- Valid California driver's license or ability to obtain transportation between LACOE sites and external locations.
- California Administrative Services Credential or comparable administrative credential issued by another state is required only for candidates qualifying through the certificated educational leadership pathway.
- Criminal justice fingerprint/background clearance and other legally required clearances.

EMPLOYMENT STATUS / NONDISCRIMINATION

This position is designated as Senior Management and is exempt under the Fair Labor Standards Act. Salary placement, benefits, and other terms of employment are established by LACOE and applicable employment agreements or policies. LACOE is an equal opportunity employer and does not discriminate on the basis of any characteristic protected by federal or state law. Reasonable accommodations are available to qualified individuals with disabilities in accordance with applicable law.