

# Omaha Public Schools

## Chief Talent Officer (CTO\_2024)

### JOB POSTING

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#### Job Details

*Posting ID*

**CTO\_2024**

*Title*

**Chief Talent Officer**

*Description*

**Job Title:** Chief Talent Officer / Assistant Superintendent – Human Resources

**Location:** Teacher Administrative Center, 3215 Cuming Street, Omaha, NE 68131

**Reports To:** Superintendent of Schools

**Work Schedule/FLSA Status:** Full-time / Exempt

**Salary Schedule:** Non-Negotiated\_29A / Commensurate with education and experience

**Desired Start Date:** July 1, 2024

**Position Purpose:** As a key member of the Executive Council, the Chief Talent Officer (CTO) will provide expertise and leadership to division staff and provide internal consulting regarding staffing needs and talent management to support District programs and priorities aligned with the Strategic Plan. The Chief Talent Officer (CTO) is responsible for maintaining appropriate staffing levels and managing staffing needs per state and federal law. This position is also responsible for strategic recruitment, hiring, succession planning, talent management, change management, organizational and performance management, and compensation and benefits programs. The Chief Talent Officer (CTO) oversees, manages, and monitors the strategic work of the Human Resources staff. The candidate should be a strategic thinker who can provide solid and innovative organizational leadership in talent management, recruiting, employee relations, union relations, and employee benefits. The successful candidate will demonstrate ethical and prudent conduct in representing the District. This individual will have outstanding written and oral communication skills, strong interpersonal skills, and exceptional analytic skills.

#### **Essential Performance Responsibilities**

- Providing a strategic vision and strategic leadership for Human Resources and Talent Management department.
- Planning and directing Staffing needs, including but not limited to determining staffing needs, recruiting & hiring, staff evaluation, employee relations, union relations, succession planning, leadership development, employee benefits, equity, and diversity.
- Develops, executes, and manages the human resource strategy and programs to support all divisions of the school district.
- Develops a comprehensive strategic recruiting, retention, succession and exit plans to meet the human capital needs of the district.
- Assumes overall responsibility for the employment of all personnel in accordance with the provisions of the, FLSA, EEO, Affirmative Action program, Title IX and Section 504, FMLA, ADA, ERISA, IRS 125 Cafeteria plan and other employee benefit laws.
- Provides, as a member of the Superintendent's executive team, leadership to District employees that fosters a success-oriented and accountable environment within the District.
- Providing expertise and internal consultation regarding all human resources activities and overseeing state, local and federal reporting on staffing, and providing guidance of internal leadership, including the Superintendent.
- Assessing the impact of legislation, negotiations, directing analysis on impending legislations and recommending revised language to support the District's mission.
- Supporting individual departments and buildings with all staffing needs and human resources functions.
- Responsible for the integrity and maintenance of all employee data and records.
- Preparing various materials to document activities, issues, meeting compliance and providing support materials and presenting information to District management, Board of Education, District Employees, and general management.

- Communicates regularly to Superintendent and delegates in regards to areas of responsibilities.
- Participating in or leading various staff in-services and trainings.
- Developing and overseeing leadership development programs for all staff groups.
- Coordinate grow your own programs to develop a pipeline of talent for succession planning purposes.
- Facilitating various meetings, in-services, and workshops.
- Representing the District to the public, local and state government officials, and other districts as appropriate.
- Managing and supervising assigned personnel; evaluate, train, and assign disciplinary action.
- Other duties as assigned.

#### **Knowledge, Skills, and Abilities:**

- A Master's degree in Education Administration, Human Resources, Business Administration, Public Administration or related field required.
- 5 years of business or human resources management experience in a school district, public agency or private industry with at least 3,000 staff members preferred. Prior experience in human resources required.
- Prior successful experience working directly with Board of Directors or Board of Education; or a legislative body.
- PHR, SPHR or SHRM-CP certification, preferred.
- Knowledge of school districts and public service human resources.
- Strong ability to oversee, monitor, and manage budgets and staffing needs.
- A strong understanding of complex state and federal laws and an ability to effectively interpret and communicate those laws.
- Experience analyzing processes, problems, opportunities and developing human resources policies, and negotiated agreements.
- Thorough data analysis, developing strategy, and long-term planning.
- Strong public presentation and communication skills to represent the District in both oral and written reports.
- A levelheaded attitude under pressure and ability to acclimate to changing work environments.
- Managing and supervising staff and operations and providing leadership to a diverse employee population.
- Strong interpersonal and communication skills and the demonstrated ability to work effectively with a wide range of constituencies in a diverse community.
- Previously advocating, modeling, and implementing organization wide initiatives and board policies related procedures.
- Maintaining confidential information.
- Operating office machines, technologies, and software.

#### **Additional Duties**

Performs other related tasks as assigned by the Superintendent or designee.

**Equipment:** This position requires the ability to use basic office equipment such as computers, copiers, scanners, and fax machine. Must always comply with OPS's guidelines for equipment use.

**Travel:** Frequent travel within metro area will be required. Occasional travel outside of metro area may be required.

#### **Physical and Mental Demands, Work Hazards:**

- Works in standard office and school building environments
- Occasional extended hours may be required by the supervisor
- Must have organization, time management, communication, and interpersonal skills.
- Ability to read and use information from written materials and visual displays.
- Ability to work in standing/walking positions on a frequent basis throughout the work shift.
- Ability to bend, kneel, stoop and maintain balance while performing job related tasks.
- Ability to work outdoors during outdoor student activities.
- Additional demands may be required upon request from the Supervisor.

#### **Interrelations:**

- Contact with personnel within the district and with customers and vendors.
- Will be working under the indirect supervision of the Superintendent.
- Will be working with a diverse population requiring the ability to handle all situations with tact and diplomacy.
- Must understand and respond appropriately to customer needs and maintain a positive attitude with all customers and colleagues.
- Expected to interact with all internal and external customers in a friendly, professional manner and provide quick, responsive customer service.
- Able to build and maintain appropriate relationships with unions and employee associations.

#### **Employee Punctuality and Appearance**

- In order for schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave.
- Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator.
- All employees are required to report to work dressed in a manner that reflects a positive image of Omaha Public Schools and is appropriate for their position.

#### **Terms of Employment**

This position is treated as a full-time exempt classified position. The terms of your employment will be governed by applicable state laws regulating employment in a Nebraska public school and Board of Education policies, as those laws and policies may change from time to time. If your position is represented by a collective bargaining representative, then your employment will also be governed by a negotiated agreement between OPS and that collective bargaining representative.

The offer of employment is contingent upon:

- Obtaining and providing verification of all licenses, certificates, and other requirements for the position (e.g., Paraprofessionals obtaining "Highly Qualified status," etc.), as identified and maintaining all licenses, certificates, and requirements for your position throughout employment.
- A background check which demonstrates to OPS that background is acceptable for the position.
- Verification of U.S. citizenship or legal authorization to work in the United States.
- Successful completion of a pre-employment drug test (if required for position offered).
- Successful completion of a tuberculosis skin test (if required for position offered).
- Successful completion of a pre-employment medical examination to determine ability to safely and effectively perform the essential functions of the position.

Omaha public schools does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy), marital status, sexual orientation, disability, age, genetic information, gender identity, gender expression, citizenship status, veteran status, political affiliation or economic status in its programs, activities, employment, and provides equal access to the Boy Scouts and other designated youth groups. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Director for the Office of Equity and Diversity, 3215 Cuming Street, Omaha, NE 68131. (531-299-0307)

The Omaha Public School District is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process please contact the human resources department at 531-299-0240.

<i>Shift Type</i>	<b>Full-Time</b>	<i>Salary Range</i>	<b>\$219,404.53 (2024-2025 school year)</b>
<i>Salary Code</i>	<b>Per Year</b>	<i>Job Category</i>	<b>Administrator</b>
<i>External Job Application</i>	<b>Administrative</b>	<i>Internal Job Application</i>	<b>Administrative Internal</b>
<i>Location</i>	<b>Teacher Administrative Center, Dept of Human Resources</b>	<i>Posting Status</i>	<b>Active</b>
<i>Minimum Qualifications</i>	<b>Email Address is Required</b>		

Screening

**Job Application Timeframes**

Internal Start Date     **03/01/2024**  
Internal End Date        **04/01/2024**

General Start Date     **03/01/2024**  
General End Date        **04/01/2024**

**Job Pools**

Pool Name	Quantity	Requisition ID	Requisition Title
<b>Default</b>	<b>1</b>		

**Alternate Job Contact**

Name	<b>Erin Perry</b>	Title	<b>Talent Services Coordinator</b>
Location	<b>Teacher Administrative Center, Dept of Human Resources</b>	Phone	<b>531-299-9776</b>
Email	<b>erin.perry@ops.org</b>		

**References**

Automatically Send Reference Check	<b>Yes</b>	Reference Check Form	<b>Administrative Survey - Classified</b>
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