



## Houston Independent School District

### *Job Description*

<b>POSITION TITLE:</b> Senior Executive Director of Compensation and Data Analytics		<b>CONTRACT LENGTH:</b> 12M
<b>DATE:</b> 9/26/2023		<b>DATE OF LAST REVISION:</b> N/A
<b>JOB CODE:</b> 30013893	<b>PAY RANGE:</b> \$190,000 - \$235,000	<b>FLSA EXEMPTION STATUS:</b> E
<b>Job Family – Human Resources</b>		

#### **JOB SUMMARY**

The Senior Executive Director of Compensation and Data Analytics will lead a team responsible for designing, implementing, and managing our district's compensation programs and utilizing data analytics to drive strategic decisions. This critical leadership role requires a seasoned compensation expert with extensive experience in data analysis, a deep understanding of compensation strategies, strong data analytics, and the ability to align these strategies with our district's overall goals and objectives. This pivotal role in shaping the compensation structure, attracting, and retaining top talent, and ensuring data-driven decision-making in HR and business operations.

#### **MAJOR DUTIES & RESPONSIBILITIES**

1.	Develop, implement, and oversee the organization's compensation strategy, including base pay, variable pay, and benefits programs.
2.	Conduct regular market analysis and benchmarking to ensure our compensation packages remain competitive and aligned with industry standards.
3.	Collaborate with senior leadership to design and maintain an equitable and performance-driven compensation structure that supports organizational goals.
4.	Leverage data analytics to assess the effectiveness of compensation programs and HR initiatives.
5.	Analyze HR and compensation data to identify trends, patterns, and opportunities for improvement.
6.	Provide data-driven insights and recommendations to guide talent acquisition, retention, and workforce planning strategies.
7.	Lead and develop a high-performing team of compensation and data analytics professionals.
8.	Set clear goals and performance expectations and provide coaching and mentorship to team members.
9.	Foster a collaborative and innovative work culture within the team.
10.	Foster a culture of diversity, equity, and inclusion within the district, promoting an environment that values and respects all individuals.
11.	Manage compensation-related audits and inquiries and implement necessary corrective actions.
12.	Collaborate with HR partners, finance, and senior leadership to align compensation programs with district objectives as well as use data analytics to drive district initiatives and all decision making.
13.	Communicate compensation strategies and recommendations effectively to executive leadership and other stakeholders.
14.	Identify and mitigate risks to the district, implementing appropriate measures to manage and minimize potential threats.
15.	Continuously assess and address the evolving needs of the district, adapting strategies and initiatives to drive impactful outcomes.



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#### **EDUCATION**

Master's degree or higher in a relevant field such as Human Resources, Business Administration, Finance or a related discipline.

#### **WORK EXPERIENCE**

Minimum of 10 years of progressive leadership experience in a senior executive role, preferably within the nonprofit sector.

#### **TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION**

Strong strategic thinking and planning skills, with a proven track record of developing and executing successful organizational strategies.

Demonstrated experience in leading and managing teams, fostering collaboration, and building high-performing organizations.

Excellent interpersonal and communication skills, with the ability to engage and influence stakeholders at all levels.

Sound financial management skills, including budgeting, financial analysis, and resource allocation.

Proven experience in fundraising and resource development, including grant writing, donor cultivation, and relationship management.

Strong understanding of governance principles and practices, with experience working with boards of directors and governing bodies.

Knowledge of nonprofit governance, legal, and compliance requirements.

Ability to navigate complex organizational and political environments, building effective partnerships and alliances.

Demonstrated ability to think strategically and critically, analyze complex issues, and make informed decisions.

Strong commitment to diversity, equity, and inclusion, with experience integrating these principles into organizational practices.

Exceptional leadership and management skills, with the ability to inspire and motivate teams towards achieving organizational objectives.

Demonstrated experience in organizational development, change management, and performance improvement.

Passion for the districts' mission and a strong commitment to making a positive impact in the community.

#### **LEADERSHIP RESPONSIBILITIES**

Strategic oversight for multiple departments and/or a major division or for the entire district. Provides strategic direction and develops long-range plans which impact multiple departments or divisions.

Using in-depth knowledge of multiple disciplines, identifies and evaluates high-impact issues, and provides strategy and direction to a major functional area or multiple departments. Establishes programs and policies, and ensures integration of operational objectives across multiple, major departments, program areas and possibly district-wide.

#### **WORK COMPLEXITY/INDEPENDENT JUDGMENT**

Work is non-standardized and widely varied, involving many complex and significant variables including significant time spent planning, evaluating complex solutions and issues, and negotiating outcomes.

Strong analytic ability and inductive thinking are frequently required to devise new approaches to situations where previously accepted solutions have proven inadequate. Position regularly makes recommendations to management on areas of significance to the division. Supervision received typically consists of providing periodic coaching, advice and feedback.

#### **BUDGET AUTHORITY**

Participates in a group plan and/or budget development.

#### **PROBLEM SOLVING**

Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect multiple departments across HISD. Job is frequently expected to recommend new solutions to problems, to improve existing methods/procedures/services and generate new ideas. May also review decisions made by other individuals on more routine matters.

#### **IMPACT OF DECISIONS**

Decisions have considerable impact to multiple divisions or the organization district causing risks or improvements to relationships, significant efficiencies or delays in operations, and/or significant financial gains or expenses. Errors are serious and difficult to discover, normally involve decisions not subject to detailed review and will result in excessive costs and/or significant project delays.



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#### **COMMUNICATION/INTERACTIONS**

Negotiate and influence - interprets department strategies and services, resolves conflicts, influences outcomes on matters of significance for the division, conducts final negotiations and coordinates approvals/decision making below the executive level. Interactions are typically with customers and Top Management.

#### **CUSTOMER RELATIONSHIPS**

Leads others in the resolution of highly sensitive and confidential issues on behalf of the department. Acts as a trusted advisor, and becomes involved in the customer's decision making process including presenting alternatives and information and applying persuasion and negotiation skills in the resolution of problems. Monitors customer service standards.

#### **WORKING/ENVIRONMENTAL CONDITIONS**

Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.  
Ability to carry and/or lift less than 45 pounds.