

## EXECUTIVE DIRECTOR, HUMAN CAPITAL INITIATIVES

### DEFINITION

The Executive Director, Human Capital Initiatives directs, develops, implements, and supports the District's human capital agenda.

### TYPICAL DUTIES

Directs, develops, and supports the implementation of the federal Teacher Incentive Fund (TIF) grant and other external partnerships and/or funding opportunities to support the District's human capital agenda.

Advises the Superintendent in creating and implementing a long-term strategy for educator career pathways and strategic retention of the most effective educators in the District.

Directs the development of district-wide reporting and analysis tools based on an enterprise-wide human capital data warehouse

Reviews existing and develops new District policies for performance-based career pathways and professional development.

Oversees and monitors the implementation of TIF funded projects throughout the District.

Collaborates with the Office of Communications to effectively communicate with external and internal District stakeholders.

Provides leadership and strategic direction in partnership with the Office of Labor Relations on relevant labor negotiation and analysis.

Develops, in collaboration with key internal and external stakeholders, an online platform for educators to access relevant, high-quality professional learning opportunities and resources.

Provides leadership and strategic direction in partnership with the Office of Governmental Affairs on relevant regulatory, legislative, and policy items related to human capital initiatives.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Executive Director, Human Capital Initiatives directs, develops, implements, and supports the District's human capital agenda.

The Chief of Intensive Support and Intervention Schools manages, coordinates, and administers the activities related to improving student achievement through the restructuring of high priority schools.

The Program and Policy Development Coordinator coordinates, plans, develops, and administers the District's human capital development work, including, but not limited to, the Educator Growth and Development Cycle.

### SUPERVISION

The Executive Director of Talent Management reports to the Chief of Intensive Support and Intervention Schools. Supervision is exercised over technical, professional, and clerical staff.

## CLASS QUALIFICATIONS

### Knowledge of:

Effective research- based strategies, theories, techniques, and methods of instruction  
Theories, research techniques, and methodologies related to managing operations of a large, complex, urban organization in a culturally diverse community  
Public administration  
Modern management theory  
Education Code, Board Rules, and District policies and procedures  
Emerging technologies in the area of assessment and accountability  
Collective bargaining agreements in the District  
Principles of training, employee evaluation, employee relations, and progressive discipline  
Principles of public relations  
Principles of human capital and talent development  
Principles and theory of organizational development  
Principles and practices of organization, management, personnel administration, budget preparation, expenditure control, supervision and training  
Federal, state and local legislation as it applies to human capital policies, rules and regulations  
Best practices in support, growth, development, retention and deployment of high performing employee

### Ability to:

Analyze problems, make decisions, and be responsible for those decisions  
Manage large system implementation projects in a cross-functional environment  
Monitor progress towards implementation of programs with clear deliverables  
Conduct formal and informal project updates with federal officials  
Develop and implement objectives, policies, procedures, work standards and internal controls  
Determine strategies to achieve goals  
Communicate effectively, both orally and in writing with staff and the community in a multiethnic educational environment  
Exercise judgment and creativity in making decisions  
Speak effectively before a variety of groups

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a master's degree in Business Administration, Public Administration, Education, Public Policy, Educational Leadership, Industrial or Organizational Psychology, or a closely related field.

### Experience:

Five years of management level experience in data management, education statistics, organizational development, human capital, talent development, or performance management. Executive level experience in the areas listed above is highly preferable. Experience as a K-12 teacher or administrator is preferable.

### Special:

A valid California Driver License.  
Use of an automobile.

## SPECIAL NOTES

1. Senior Management classification.
2. Management class, exempt from bargaining units.
3. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

New Class  
06-06-13  
KG/PJO