

TRAVIS COUNTY, TEXAS

# Chief Human Resources Officer



TRAVIS COUNTY

700  
Austin Street



Travis County prides itself on improving the quality of life of its 1.2 million residents through world-class educational and medical institutions. Located in south central Texas with municipalities in the Texas Hill Country, Travis County is home to and seated in the state capital Austin, Texas.

Travis County is guided by an unwavering commitment to equity, fairness, respect, financial sustainability, operational excellence and innovation. Our community is characterized by a collaborative, forward-thinking culture that supports meaningful engagement and shared success. The county benefits from high-performing school districts, dependable public transportation, and a strong foundation of civic and organizational stability. We are strategically focused on long-term economic growth, actively cultivating an environment that attracts new businesses, expands high-quality employment opportunities, and supports leaders who are prepared to drive transformative progress.

## Strategic Goals for Travis County

- Promote **economic well-being** and racial, ethnic, and **economic equity**.
- Provide services that support people's **physical and mental health**.
- Provide services that support the **safety** of people in the community.
- Achieve **environmental sustainability** and prepare for major climate disruption.
- Assure **mobility that is timely, predictable, and safe**.
- Be a **trusted and well-run County**.
- Protect and **provide opportunities for those most vulnerable and underrepresented**.

## Department Overview

The values of Travis County guide the culture and shape the way we service our customers, and the Human Resources Department is at the core of recruiting, motivating, and retaining employees capable of providing exemplary service to the residents of Travis County by using a total compensation system that is fair, flexible and market competitive. The Department has an annual budget for FY2026 of \$142,339,535, and a great team of 38 employees to include Organizational Culture, Total Rewards (Compensation and Employee Benefits), Talent Planning & Engagement, Organizational Compliance and the Employee Health Clinic. Employee and retiree health benefits are self-funded and administered by the Benefits Team.

## Position Overview

The Chief Human Resources Officer serves as a strategic advisor and transformational leader responsible for delivering comprehensive Human Resources (HR) programs that directly support organizational effectiveness across the entire county. The position partners closely with Elected and Appointed Officials, Department Heads, leadership teams, and employees, including retirees, to provide expert consultation and tailored HR solutions that align with organizational objectives and legal requirements. The next CHRO will have the opportunity to establish a clear vision for the department, build a culture of accountability and continuous improvement and create systems and processes that deliver reliable, consistent, professional service to internal and external customers.

### Strategic Influence & Organizational Impact

- Acts as a trusted advisor to senior leadership, providing guidance on complex HR matters such as organizational design, workforce planning, employee relations, and compliance.
- Shapes and influences countywide HR strategy through the design, implementation, and continuous improvement of programs, policies, and services that support both immediate and long-term organizational goals.
- Leads cross-functional collaboration with internal stakeholders (legal, finance, payroll, labor, and departmental HR) to address multifaceted workforce challenges and develop innovative, compliant solutions.

### Program Leadership & Operational Excellence

- Directs and administers a full spectrum of HR programs including:
  - » Talent acquisition and targeted recruitment
  - » Classification and compensation
  - » Total rewards and benefits administration
  - » Performance management and employee development
  - » Employee relations, investigations, and discipline
  - » Health and safety, and ADA compliance
- Ensures all HR programs comply with applicable Federal, State, and Local laws, including FLSA, FMLA, and EEOC regulations.
- Oversees HR Information Systems (HRIS), ensuring accurate, efficient, and data-driven workforce management.

### Innovation & Continuous Improvement

- Leads the development and evaluation of HR programs through research, analytics, and cost-benefit methodologies to enhance organizational performance and service delivery.
- Designs and implements forward-thinking initiatives such as benefits optimization strategies.
- Drives process improvement efforts to align with best practices and emerging trends in human resources and public sector management.

### Leadership & Resource Management

- Provides direct leadership for HR staff to build a high-performing team.
- Develops and manages departmental budgets, resources, and operational plans to ensure efficient service delivery.
- Establishes strategic plans, performance metrics, and workflow processes to monitor outcomes and ensure accountability.

### Communication & Governance

- Presents complex HR concepts, data, and recommendations to Commissioners Court and diverse audiences in a clear, actionable manner.
- Supports policy development and governance by drafting and recommending HR policies, procedures, and practices that guide organizational decision-making.



## The Ideal Candidate

The next Chief Human Resources Officer shall be a seasoned, experienced professional that strives to make Travis County an “employer of choice”. The ideal candidate should have a proven track record of ensuring consistent and effective execution of systems and processes that make optimal use of department and organizational resources. It is essential that candidates have strong generalist skillsets with an extensive background in employee relations, class and compensation, benefits and recruitment.

The ideal candidate must be focused on meeting the ever-changing needs of a highly visible and complex organization, as well as managing and pivoting from the traditionally accepted “day at the office” to the changing dynamics of a hybrid work setting, while also holding the team accountable for work output. The position is ideal for a leader with innovation; one who establishes vision and direction, fosters, and builds team confidence, and has the ability to motivate others to reach a common goal.

To be successful in this position the ideal candidate must be proactive, embrace and lead change, and be people centric. Travis County’s people-centric culture requires a candidate that works to understand the people behind the processes. Having the ability to lead with tenacity and diplomacy is essential in this role. Candidates that fit this profile and have a strong background in human resources are strongly encouraged to apply.

It is also important for the new Director to have knowledge of Federal, State, Local and County applicable laws, rules, regulations and guidelines relating to the field, including: Title VII, Civil Rights Act; Fair Labor Standards Act (FLSA); Age Discrimination in Employment Act (ADEA); Public Information Act; Equal Employment Opportunity (EEO); Equal Pay Act; Health Insurance Portability and Accountability Act (HIPPA); Consolidated Omnibus Budget Reconciliation Act (COBRA); Family and Medical Leave Act (FMLA); American with Disabilities Act (ADA); Immigration and Reform Act; Texas Workers Compensation; TX Commission on Human Rights; TX Workforce Commission; Department of Labor/Wage and Hour Division.

The **Chief Human Resources Officer** shall have these additional core competencies:

- **Leadership:** Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; demonstrates a high level of conscientiousness; holds self and others accountable.
- **Collaborative & Inclusive:** Develops effective relationships within the organization by helping others accomplish tasks and using collaboration and conflict resolution skills; identifies, understands, monitors, and measures the needs of both internal and external customers.
- **Solution-Driven and Forward Thinking:** Demonstrates the ability to analyze, interpret data and metrics to effectively identify and solve problems; makes informed decisions, and successfully addresses complex organizational challenges; implements creative solutions and provides direction by clearly and effectively setting courses of action; has the patience and perseverance to foster a vision and direction for the County; seeks “best practices” and innovation for continued growth and relevance. Ability to reimagine and implement the workplace of the future with remote and hybrid (adaptive) work to meet the needs of the employees, the organization and the community we serve.
- **Talent Development:** Provides guidance, opportunities, and motivation to develop and strengthen knowledge, skills, and competencies to improve employees’ capabilities; exemplifies an authentic and strong character with integrity; sets high expectations; inspires and motivates others; coaches and mentors a high performing team of employees.
- **Effective Communication:** Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people’s ideas and thoughts.
- **Political Acumen:** Establishes and maintains effective working relationships with County Executives, Commissioners Court, and staff, Elected and Appointed Officials, Attorneys, Judges, all levels of management, other Department Heads, union representatives, departmental clientele, contractors, representatives of outside agencies and providers, other County employees and Officials, and the public.
- **Technological Proficiency:** Demonstrates an understanding of technological trends, how they impact the organization and how they can be integrated to the best result for organizational efficiency.

## Education And Experience

### *Minimum Qualifications*

Bachelor’s degree in Human Resources Management, Public Administration, Business Administration or a directly related field AND eight (8) years of increasingly responsible experience in Human Resources, including four (4) years of mid- to senior level supervisory or management experience.

### *What We Prefer*

Master’s/advanced degree in Business Administration (MBA), Public Administration (MPA), Human Resources-related field (MA/MS), or Juris Doctorate (JD); Professional certifications such as Senior Professional in Human Resources (SPHR); or Professional in Human Resources Certification (PHR) a plus. Knowledge of, and experience with Systems, Applications, and Products (SAP) a plus.





## Compensation and Benefits

The hiring range for this position is **\$180,000 - \$210,000** and is commensurate with the qualifications and experience of the selected candidate. Travis County offers excellent benefits, including a retirement plan in the Texas County & District Retirement System (TCDRS) with a 2.25:1 match (\$2.25 for every \$1 an employee deposits), and an 8 year vesting schedule. Travis County now also provides benefits to employees for Paid Parental Leave. ***This position is eligible for remote/hybrid work, however, Travis County employees play an important role in business continuity. As such, employees can be assigned to business continuity efforts outside of normal job functions and normal work schedules.***

For more information on employee benefits, visit the County's benefits page: <https://www.traviscountytexas.gov/human-resources/jobs/benefits>

## Application Process

**The final filing date is Monday, August 3, 2026.** To be considered for this exceptional opportunity, please submit a cover letter, list of six work-related references, and a resume that reflects the size of staff and budgets you have managed. Your resume should indicate both months and years of beginning/ending dates of positions held. Please submit the requested materials to: <https://www.cpshr.us/recruitment/2637>

For additional information about this position please contact:

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Resumes will be reviewed by the consultant and sent to the County for further consideration. Candidates deemed to have the most relevant qualifications will be invited to interview with the County. A comprehensive reference and background check will be performed on final candidate.