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| **Job Description** | | | |
| **Job Title:** | Chief Human Resources Officer | **Location:** | Headwaters Complex B |
| **Department:** | Human Resources | **Reports To:** | President |
| **FLSA Status:** | Exempt | **Pay Grade:** | P13 |

**SUMMARY**

This position directs, plans, and develops the implementation and administration of human resources functions and carries out policies and procedures relating to all phases of human resources activities. The individual in this position serves as a strategic advisor to the President and other campus leaders with respect to employee related matters.

# Essential Duties and Responsibilities

This list includes, but is not limited to the following:

* Participate as a member of the President’s senior management team, and accept overall responsibility for all college Human Resources functions
* Direct the administration of the college’s salary programs to include:
* Participate as a lead member of the administrative team involved in annual salary and benefit negotiations and decision making
* Serve as a representative for the administration in annual “Meet & Confer” deliberations, resulting in the recommendation to the Board of Trustees of a salary and benefit package for all College employees
* Oversee the implementation of the reclassification and the market update processes.
* Provide direction and oversight of the employee benefit and wellness program; including all retirement and health and wellbeing benefits;
* Responsible for annual negotiation of benefits contracts in conjunction with college leadership; serves as liaison with benefits broker
* Design and oversight of comprehensive program, including evaluation of ongoing costs
* Responsible for the development and implementation of college policies and procedures pertaining to employment. Work in collaboration with college attorney to ensure best practice and legal compliance
* Develop and oversee the college’s performance management system
* Develop and support initiatives to promote diversity, cultural competence and inclusion
* Oversee and deliver employee development programs including leadership, supervisory, diversity, new employee orientation, and compliance trainings
* Facilitate periodic employee surveys, including survey delivery, data analysis and reporting, and action planning based on survey results
* Oversee the recruitment, selection, and onboarding processes for staff and faculty positions
* Ensure compliance with Equal Employment Opportunity Commission (EEOC), Title IX and Americans with Disabilities Act(ADA) regulations
* Advise the President and management staff on legal issues, policy considerations, and best practices in all areas involving employment
* Serve as key employee relations contact for management and staff; responsibilities include serving as grievance officer, investigator for employee harassment complaints, key administrative representative to faculty and staff constituent groups
* Oversee the maintenance and ongoing improvement of the human resources information system (HRIS) and related online tools;
  + Gain familiarity with HRIS systems, ensuring the accuracy, completeness and integrity of employee and applicant data, ensuring effective payroll integration and serving as, or designating a liaison with vendors on HRIS modules, updates and regulatory compliance
* Serve as key administrative representative to Human Resources Advisory and Sterling Silver Award committees
* Direct the fiscal budget and other administrative functions of the department
* Maintain knowledge of industry trends, best practices and employment legislation and ensures compliance
* Maintain a positive, helpful, constructive attitude and work relationship with supervisor, other departments, coworkers, students, and the community

# Marginal Duties

* Performs other duties as assigned

**REQUIRED MINIMUM QUALIFICATIONS**

The requirements listed below are representative of the minimum qualifications necessary for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

**Education and Experience**

Bachelor’s degree from an accredited college or university required; master’s degree preferred. A minimum of seven years of progressively responsible full-time experience in managing major personnel program activities such as recruitment, benefits, compensation, EEO, training, or employee relations is required. SPHR, PHR, SHRM-CP, or SHRM-SCP certification required within one year of hire. Experience in higher education or the public sector is preferred.

# Knowledge, Skills and Abilities

* Extensive knowledge of human resources functionsand related laws
* Excellent written and verbal communications skills
* Ability to effectively present information to internal constituencies, public groups, and/or boards of trustees
* Proficient skills in the use of personal computers and applications, including MS Office

# Physical Demands and Work Environment

The physical demands and work environment described here are representative of those that must be met or are encountered by an employee in the normal course of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements and environment are typical of those in a general office setting. This job involves regular sitting, standing, walking, typing, moving, lifting objects up to 10 pounds and exposure to office lighting. A wide variety of standard office equipment is continually used, including phone, copier, printer and computer.

June 2024