



Chief Human Resources Officer

JOB CLASSIFICATION

Pay grade level: Grade 21

Compensation: \$119,842 – \$164,782. Compensation will be commensurate with education and experience.

Employee category: Staff

Department: Human Resources

Position Type: Full-Time

Reports to: Vice President for Finance and Business Operations

FLSA status: Exempt

Job Code: HR058ADMCHO

Location: Primarily Main Campus, but any other college location as assigned by the appropriate administrator

SUMMARY

The Chief Human Resources Officer (CHRO) provides strategic leadership and administrative responsibility for developing, implementing, and maintaining a full range of human resource programs and services including recruitment, compensation, talent acquisition, employee relations, training and development, workforce inclusion and belonging.

The CHRO also serves in an advisory capacity to the College President, President's Cabinet and employees on matters related to policy interpretation, employee relations and enhancing the employee experience, employee and labor relations, complaint investigations and adherence to applicable laws and regulations. The Chief Human Resources Officer must set a high standard for integrity, innovative problem-solving, respect for diversity and a strong commitment to customer service.

POSITION DESCRIPTION

- Develops the overall Human Resources strategy to advance the College's Strategic Plan and priorities.
- Serves on President's Cabinet providing collaborative leadership and guidance in establishing Human Resources initiatives and strategic goals in support of the College's mission, vision, and values.
- Develops competitive and equitable compensation practices and salary administration procedures.
- Directs comprehensive recruiting, retention, and professional development strategies to meet the needs of the College.
- Oversees the management of employee benefits, worker's compensation, and unemployment insurance.
- Develops short and long-term human resources goals.
- Consults with Vice President of Academic Affairs and Deans regarding faculty employment and retention per Master Contract and State Law.
- Reviews and approves classified advertisements prior to submitting to newspaper(s), websites, and other advertisement media.
- Develop and manage Human Resources financial operations and budget in line with strategic priorities.
- Effectively leads complex employee relations issues, including formal grievances and investigations.
- Manages EEOC and KHRC complaints and any other employment litigation pending against the College and works in conjunction with the college attorney on such cases.
- Participates in professional development activities and encourages faculty and staff to participate in professional development activities.
- Oversees performance evaluation process for staff and supervisory personnel, while ensuring they are completed in a timely fashion.
- Monitors labor law updates for changes that affect Human Resources.
- Ensures confidentiality and discretion in all personnel matters.
- Responsible for timely and accurate mandated employee-related reporting, including state, federal and college reports to the President, Leadership Team, and Board of Trustees.
- Directs and coordinates all Human Resources record keeping activities in accordance with applicable law.

- Oversees the facilitation of internal employee professional development training.
- Establishes a climate within Human Resources that is responsive to employee performance and well-being by fostering excellence, professional development, and mutual respect.
- Serve as a member of the Contract Negotiation Team during contract negotiations between KCKCC and the Faculty Association.
- Oversees the Title IX Coordinator and Deputy Title IX Coordinator. May serve in the capacity of the Title IX Coordinator in their absence.
- Works on special projects as directed.

KNOWLEDGE, SKILLS, AND ABILITIES

- Possesses broad HR functional experience, knowledge and skills in all relevant areas, including organizational development, talent acquisition, compensation, benefits, employee training, and labor relations.
- Knowledge of and ability to interpret employment laws.
- Ability to establish leadership and credibility and to foster a collaborative team environment.
- Skilled in establishing and maintaining effective working relationships with students, faculty, and staff.
- Excellent verbal, listening and written communication skills.
- Excellent strategic thinking skills and experience transforming strategy and change initiatives to implementation.
- Excellent organizational skills and attention to detail, focused on measurable results.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Must be proficient in HRIS systems, along with Microsoft Word, Excel, and other commonly used office software.
- Experience negotiating and implementing collective bargaining agreements.
- Ability to act with integrity, professionalism, and confidentiality.
- Must be able to work with minimal supervision and with diverse individuals and groups.
- Must be able to work under the pressure of deadlines and exhibit sound and accurate judgments.
- Committed to cultural inclusion. Demonstrate cultural competency and the ability to communicate and work effectively with people from diverse backgrounds such as racial, ethnic, religious, linguistic, gender, age, sexual orientation, socio-economic and with diverse physical and learning disabilities.
- Ability to develop innovative solutions for complex problems.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Human Resources Management, Business Administration, or related field.
- Minimum of seven (7) years' experience working in Human Resources.
- Four (4) or more years' experience working in an HR management/leadership capacity.
- Demonstrated progressive leadership skills.

PREFERRED QUALIFICATIONS

- Master's Degree in Human Resources Management, Business Administration, or related.
- Ten (10) years' experience working in Human Resources.
- Society of Human Resources Management (SHRM), SHRM-CP, SHRM-SCP, PHR or SPHR certification.
- Experience in labor relations and negotiations, and employment laws.
- Experience working in a higher education setting.

WORKING CONDITIONS

While performing the duties of this job, the employee is frequently required to stand, talk, hear, walk, and sit. While performing the duties of this job, the employee may occasionally push or lift items.

WORK SCHEDULE

Typically, Monday through Friday, from 8:00am to 4:30pm. Must be able to work variable schedule/hours to meet operational needs. May require evening and weekend hours.

*****This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description may be revised upon development of other duties and changes in responsibilities.**

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