



## **Employment Announcement Chief Human Resources Officer**

### **I. JOB SUMMARY:**

The Chief Human Resources Officer (CHRO) is responsible for the daily operations of the Human Resource Department. The CHRO leads mission-driven projects that align with the agency's Strategic Plan. With direct insight into all departmental deliverables, the CHRO oversees workforce planning, development, and relations; talent recruitment, onboarding, and management; employee engagement, learning, and performance appraisal; compensation, benefits, and policy administration; staffing diversity, equity, and inclusion; and staff wellness and risk mitigation. The CHRO acts as an internal consultant and partner to leadership on all human resource issues that affect business relationships, performance, and outcomes. The CHRO maintains the human resource information system (HRIS).

### **II. ESSENTIAL DUTIES AND PRIMARY RESPONSIBILITIES:**

1. Partners with cross functional leadership to develop and implement personnel policies consistent with BP's employee-oriented culture, recognizing strong performance measures while allowing for autonomy, productivity, and accountability.
2. Manages the recruitment process including, but not limited to: posting advertisements, reviewing resumes, preparing required documents; scheduling and conducting interviews in partnership with management staff; monitoring online investigation requests, background checks, medical clearance, drug screening, I-9 information, and educational requirements.
3. Develops and implements a full life cycle talent management process focused on becoming an employer of choice. This process includes strategic sourcing, onboarding, orientation, performance management (360-degree feedback, peer reviews), team building, and development through mentorship and coaching, increasing retention by identifying and addressing gaps and implementing an agency-wide succession plan.
4. Monitors labor laws and regulation, maintains updated employee records as governed by state, federal, and contractual obligations and executes all regulatory reporting and compliance including in conjunction with all independent audits.
5. Develops and implements a progressive compensation and benefits programs that is industry competitive and cost effective, works with vendors and brokers to ensure continuity of coverage for all employees and performs reconciliation of monthly benefit statements and preparation of appropriate invoices for payment.

6. Partners with health care providers to assess changing benefits trends/options for annual open enrollment, conducting an annual benefits analysis to procure and customize benefits offerings based on employee needs while containing costs.
7. Coordinates staff training and professional development to meet the knowledge, skill, and abilities requirements for job function, workload management, and operations.
8. Partners with leadership to develop a comprehensive employee recognition program, identifying impactful ways to incentivized employees to achieve individual, team, and organizational goals; participating in and contributing to the Employee Relations Committee; and leveraging the Employee Relations Committee to promote awareness, delivery, and participation.
9. Manages the agency's compensation structure and performance evaluation systems, including administration of the annual performance evaluation program, with responsibility for all state and federal regulatory compliance (wage rates, job classifications, etc.) and periodic analysis of current compensation, pay equity, and possible salary compression.
10. Supervises the maintenance and management of employee leaves of absence.
11. Initiates and participates in employee disciplinary and counseling sessions with responsible for documentation related to policy infractions, suspensions, and/or terminations.
12. Serves as the primary communications vehicle for personnel matters through memorandums, newsletters, and e-mails; co-creates and executes an effective communication strategy, making sure that information is being shared in a clear and timely manner and cascaded throughout the agency; and responsible for maintaining a current employee directory, emergency contact lists, etc.
13. Maintains the human resource manual and employee handbook, making sure that updates are completed, communicated, and acknowledged by employees, including assurance that updated labor laws are visibly posted in common areas for remote and on-site workers.
14. Ensures compliance with employee-related federal, state, and local laws and regulations ensuring timely and accurate reporting to all applicable agencies.
15. Manages employee relations, concerns, and other workforce support needs that ensure optimal organizational culture, morale, and performance.
16. Partners with facilities, maintenance, and security to maintain a safe working environment, including compliance with OSHA regulations and reporting as well as CDC guidelines.
17. Acts as a mentor and coach to the Human Resource Department team, holding them accountable to established goals, objectives, and other measures of performance, output, and outcomes.

18. Provides guidance and support at the executive leadership level on all labor related employee issues, acting as a strategic human resource business partner, ensuring compliance in all decision making and actions taken, and consulting with in-house legal counsel as necessary.

The requirements in this job description outline a basic level of knowledge, skill, and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees will be responsible to perform any other job-related instructions/tasks given by their supervisor subject to reasonable accommodations.

#### **IV. QUALIFICATIONS:**

##### **EDUCATION:**

- Master's degree in Human Resources, Business Administration, or related field
- Active Human Resource Certification (SHRM/SPHR) preferred

##### **EXPERIENCE:**

- Ten or more years in a human resource management and administrative role
- Five or more years' in an executive role including working with senior leadership
- Five or more years' experience working in a nonprofit or public environment
- Proficient in HRIS and Microsoft Office
- Excellent oral, written, and interpersonal communication skills
- Must possess a valid Florida Driver's License

##### **KNOWLEDGE & SKILLS**

- Understands how people, processes and applications are connected
- Provides tools that help maximize efficiencies and production and reduce risks and liabilities
- Comfortable with the administrative ownership of HRIS
- Ability to troubleshoot HRIS integration and user issues
- Use of project management methods
- Ability to be detail-oriented
- Ability to manage multiple projects simultaneously with strong results orientation
- Can switch between tactical tasks and strategic thinking
- Uses appropriate business language to communicate and/or influence others
- Has executive level management and fiduciary analysis skills
- Has strong coaching, conflict resolution, and mediation skills
- Can transfer relevant knowledge as necessary



**WORK ENVIRONMENT:**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Chief Human Resources Officer works in settings of Broward Partnership, including offices, classrooms, group rooms as well as being involved in other areas of Broward Partnership programs both on and off campus. In addition, the position is active in the community as situations warrant, representing Broward Partnership.

Broward Partnership is an EEO/Affirmative Action Employer and complies with all federal and state laws, and regulations. Our policy is not to discriminate against any applicant or employee based on race, color, sex, sexual orientation, gender identity, genetic information, religion, national origin, age, disability, veteran status, or any other basis protected by federal, state, or local laws.

We participate in E-verify.

Job Type: Full-time