

JOB DESCRIPTION

Job Classification: Chief Human Resources Officer (CHRO)
Reports to: Chief Executive Officer
Supervises: HR Support Staff Last reviewed: 01/01/2022

POSITION PURPOSE:

The Chief Human Resources Officer (CHRO) is a senior leadership position responsible for developing and administering human resource strategy in support of the overall business plan and strategic direction of the organization, specifically in the areas of recruitment and selection, onboarding, policy development and administration, employee benefits, workforce development, and employee relations to assure the highest quality of human resources for the organization in compliance with local, state and federal law. The CHRO provides strategic leadership by articulating HR needs and plans to the senior leadership team and Board of Directors on an as needed basis.

MINIMUM QUALIFICATIONS:

Education: A bachelor's degree in human resources, business administration or related field required.

Licensure/Certification: PHR/SPHR/SHRM-CP or SHRM-SCP preferred.

Experience: At least ten years diverse Human Resource experience and three to five years supervisory experience required. Experience in a health care setting preferred.

Equipment/Skills:

- Knowledge of principles and practice of personnel policies and procedures.
- Knowledge of federal, state and local employment laws and other government compliance regulations.
- Excellent interpersonal skills, including confidentiality. Exhibits a professional manner in dealing with others, and demonstrates the ability to maintain constructive relationships.
- Strong organizational skills and oral/written communication.
- Ability to remain calm and professional during stressful situations.
- Ability to work in an organized and efficient manner, prioritizing tasks and responsibilities.

Physical demands: Ability to physically perform the functions of the job, including sitting, standing, walking, lifting, carrying, bending, and reaching with or without reasonable accommodation.

Status Classification: Salary/Exempt

PRIMARY JOB RESPONSIBILITIES:

- A. Establishes and implements HR efforts that effectively communicate and support the company's mission and strategic vision.
- B. Develops, revises, interprets, and administers HR plans, policies, and procedures; to include workforce development plan and personnel guidelines/employee handbook, to support the achievement of the overall business operations objectives.
- C. Functions as a strategic business advisor to leadership of each business unit regarding key organizational and management issues.

- D. Maintains compliance with federal, state and case law regarding employment regulations and practices and consults legal counsel as appropriate.
- E. Develops comprehensive strategic recruiting and retention plans to meet the human capital needs of strategic goals.
- F. Works collaboratively in the creation and implementation of a successful and sustainable onboarding program.
- G. Develops and implements comprehensive compensation and benefits plans that are competitive and cost-effective.
- H. Participates in leadership rounding across the organization representing the Senior Leadership Team and its priorities. Standards for rounding include:
 - Target conversations with new hires after their training and orientation is complete (asking their impressions of the recruitment, interviewing, and onboarding process and suggestions for improvement).
 - Relationship building with Leadership Team members and Providers.
- I. Administers employee Family and Medical Leave requests, Unemployment, and Worker’s Compensation and completes OSHA reporting.
- J. Oversees provider and support staff credentialing and privileging.
- K. Maintains an open door policy for consulting and advising employees as needed.
- L. Practices and follows all HIPAA guidelines.
- M. Attends Board meetings and other Committee meetings as necessary.
- N. Participates in Valley View’s strategic planning process and provides information to the Board of Directors on an as needed basis.
- O. Performs other related duties as assigned. Standards:
 - Follows guidelines established at time of assignment.
 - Accepts assignments willingly.
 - Prioritizes workload to ensure timely completion of assignment.
 - Asks appropriate clarifying questions relative to scope of assignment.

ACKNOWLEDGMENT:

I have read and understand the above Job Description, and agree with it.

Employee Signature

Date

Supervisor Signature

Date