

# Job Description

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Job Title:	Chief Human Resources Officer
Reports To:	County Executive
Direct Reports:	Director, Employee & Labor Relations; Director, Benefits & Compensation; Director, Employee Services; Director, Talent Management; HR Managers; Executive Assistant
Department:	Human Resources
FLSA Status:	Exempt
County Status:	Unclassified
Date Writ/Rev:	March 26, 2018/January 29, 2020

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## Job Summary

Under the authority of the County Executive; develops, implements, and oversees comprehensive human capital management strategies policies, and services that create, support and sustain a high performance, and innovative culture for the County. Provides the strategic leadership, management and direction of the human resources functions, including but not limited to talent acquisition, training and organizational development, employee and labor relations, compensation and benefits, workers compensation, leave administration, and HRIS services. Serves as a thought leader and advocate for organizational development, driving HR processes that further the County's mission and values.

## Essential Job Functions

*Major functions are listed in order of importance. Performs other duties of a similar nature within the position's scope of responsibility as may be required.*

1. Develops, implements, and evaluates the County's human resources business plan in accordance with the County's overall mission, establishing quantifiable goals and creating paths towards achieving these goals throughout the Human Resources functions. Drives best practices and initiatives and provides strategic direction and expertise for all talent and people relationships.
2. Works to position the County to be an employer of choice, including working with Human Resources function leaders to develop and implement talent acquisition strategies to identify, recruit, develop, and retain talent, diversity and inclusion initiatives, and comprehensive compensation and benefits programs. Optimize the HR function/team, update and refine key processes and activities aligned toward achieving strategic objectives.
3. Develops organizational Human Resources strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives.

4. Develops human resources operations financial strategies and budgeting by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances. Develops and manages the budget and other financial measures of the HR department.
5. Provides HR leadership and counsel on matters involving people and change/cultural management. Confers with County officials to plan business objectives, develop organizational policies. Identifies opportunities within the County for long-term cost savings regarding personnel decisions.
6. Participates in the development and long-term strategy of the County's plans and programs as a strategic partner from the perspective of the impact on people. Supports County executive leadership by providing human resources advice, counsel, and decisions; analyzing information and applications.
7. Develops and leads presentations to county council and other executives, defining and communicating the human capital strategy for the County and rationale behind significant HR policy changes and decisions.
8. Develops human resource planning models to identify talent gaps, both immediate and in the future, and develop programs to fill the identified gaps. This includes proper succession planning as well as training and development programs.
9. Supervises all reporting staff. Mentors, coaches, trains, and develops assigned team members. Sets goals, objectives, staffing and work standards, and monitors performance against standards. Acts as resource and support to staff, removing barriers to effective performance.
10. Leads and participates in the implementation of various cross-departmental projects and strategic initiatives that address continuous improvement of operational processes.
11. Identifies best practices for accountability and appropriate reporting metrics that support goals and objectives.
12. Continually assesses the competitiveness and success of all HR programs and practices against relevant organizations, industries, and markets.

### **Minimum Requirements**

1. Bachelor's degree, preferably in Human Resources Management, Organizational Development, Labor Relations, or Business Management.
2. Ten (10) years of senior leadership experience in human resources spanning a variety of HR functions including talent acquisition, compensation and benefits, training and development, and labor relations.
3. Demonstrate competencies in organizational savvy, decision making, fostering communication, improving business processes, thinking strategically, and visioning & alignment.

4. Light physical effort in sedentary to light work. May involve some manipulation of lightweight items (5-10 pounds). May involve extended periods of time at a keyboard or workstation.

### **Preferred Qualifications**

1. Master's degree in Human Resource Management, Organizational Development, Labor Relations, or Business Management.

### **Knowledge, Skills and Abilities (KSAs)**

1. Track record of success leading human resources initiatives to fruition throughout an organization.
2. Broad and comprehensive knowledge of various human resource programs, policies, procedures, processes, practices.
3. Knowledge and skill in fiscal planning and budget management.
4. Skill in embedding the organizational vision and mission into the enterprise wide HR practice.
5. Extensive working knowledge of Human Resources laws and regulations (e.g. FLSA, Equal Pay Act) related to.
6. Skill in developing and implementing strategy by identifying and understanding possible future organizational outcomes.
7. Exceptional interpersonal skills with political & business savvy.
8. Skill in oral and written communication, being able to present complex human resources information to variety of knowledge bases.
9. Ability to think strategically by identifying and understands possible future organizational outcomes.
10. Ability to build strategic relationships and gain influence for furthering strategic HR change.
11. Ability to anticipate, assess, and act to get results.
12. Ability to focus on desired outcomes, set and achieve challenging goals.
13. Ability to act as a Change Agent: Innovate and act towards cultural and organizational improvements.

## Scope

### **Responsibility**

Determines how to achieve the directives set by the County's strategy & top executive leadership. Sets goals as a means of fulfilling the County's long-term plans. Runs an agency or major unit within the county and often the resident expert in a specialized field.

### **Complexity & Problem Solving**

Figures out how to get an agency from "here" to "there," creatively using only the mission and goals of the county as a guide. Fulfills objectives that are established in concert with executive management.

### **Independence & Decision Making**

Most often asked to "figure it out," to come up with ideas and actions that will make the agency & county strategy "real".

### **Impact on Organizational Outcomes**

Actions have a measurable effect on an agency of the county, with far-reaching impact on the county as a whole.

*Cuyahoga County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*