



## JOB DESCRIPTION

Chief Human Resources Officer (CHRO)

**Department:** Business Services  
**Reports To:** Chief Executive Officer  
**Salary Grade:** 8 - Exempt

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### Job Summary

The Chief Human Resources Officer (CHRO) has direct responsibility for developing and executing human resource strategy in support of the overall business plan and strategic direction of the organization, specifically in the areas of policy and procedure development, compensation and benefits, talent management, performance management, and Diversity, Equity & Inclusion (DEI) initiatives. This position provides leadership by articulating human capital needs and plans to the Senior Leadership Team (SLT) and by developing policies that contribute to the well-functioning and high morale of staff. This position will serve as key advisor to managers on employee development and employee relations matters including legal and policy compliance. The CHRO must research and maintain a current understanding of employment and labor laws and regulations and maintain a comprehensive employee manual that is easily accessed and understood by all employees. Among the priorities of this position is to guide and support a collaborative environment at GSEOK with a focus on achieving our goals with integrity and respect for all. **This position is designated as safety sensitive.**

### Essential Duties and Responsibilities:

- Oversight of strategic direction of human resources management to the council.
- Participates in strategic planning for the organization. Provide leadership and consulting support to SLT on matters of reinforcing culture, setting goals, developing policy, and implementing strategic objectives. Align organizational structure, roles, and responsibilities to achieve goals.
- Plan, establish, and implement human capital initiatives that effectively support the GSEOK mission, strategic vision, and operational objectives.
- Ensures that the organization develops a high-performing, mission-driven culture by strategically gauging staff morale, addressing organizational issues while providing HR solutions and increasing organizational effectiveness and health.
- Develops comprehensive strategic recruiting and retention plans to develop and retain a diverse talent pool of candidates (comprised of applicants and employees) to meet the human capital needs required to support GSEOK operational and strategic goals.
- In collaboration with senior leadership, develop talent management plans, including staff training and leadership development, retention, recognition, employee communication and career development.
- Oversees payroll and health and welfare benefits including any local, state, and federal filings.
- In partnership with the Chief Financial Officer, recommends and supports the development and implementation of comprehensive compensation and benefits plans that are competitive and cost-effective.
- Provides leadership and oversight in the development and implementation of proactive Diversity, Equity and Inclusion (DEI) initiatives.
- Maintains an effective program of compliance with laws and regulations related to human resources and manage relationships with compliance agencies and GSEOK legal counsel.
- Performs additional duties as assigned.

### Minimum Qualifications:

#### Education and Experience:

- Bachelor's degree in Human Resources Management or related field, or equivalent combination of education and experience. Advanced degree a plus.
- At least 8 years progressively responsible human resources generalist experience.
- SHRM Human Resources Certification a plus.

- Experience with HRIS and Payroll systems. Paycom system experience a plus.

**Required Skills and Abilities:**

- Ethical business professional with strong organizational, leadership, and management skills.
- Ability to multi-task in a fast-paced environment with excellent communication skills (verbal, written, and interpersonal).
- Proficient in Microsoft Office.
- Action-oriented, strategic thinker with excellent time management and conflict resolution skills.
- Ability to display sensitivity, tact and responsiveness in various situations and maintain a high level of confidentiality.
- Ability to organize and analyze statistical data and prepare comprehensive reports, as required, to establish and maintain effective working relationships with managers and employees.
- Sound judgment and decision-making skills.

**Physical and Schedule Requirements:**

- Must be able to lift and carry up to 25 pounds.
- Prolonged periods sitting at a desk and working on a computer.