

CONFIDENTIAL CLIENT

CHIEF HUMAN RESOURCES OFFICER

POSITION SPECIFICATIONS

CLIENT SUMMARY

Our confidential client is a multi-campus public community college located in the Midwest. The **Chief Human Resources Officer** has a pivotal role in fostering a positive and inclusive work environment for our diverse workforce and student body. The CHRO is responsible for developing and executing human resources strategies in alignment with the college's mission, vision, and values. This position requires a highly competent and confident strategic and collaborative leader who can navigate the complexities of a large, multi-campus institution while fostering a culture of respect, equity, and continuous improvement.



The client elects to keep their identity confidential at the initial stages.

DUTIES

- **Strategic Leadership**
 - Collaborate with executive leadership to develop and implement HR strategies that support the college's mission and goals.
 - Provide guidance and expertise on HR matters to the Chancellor, Board of Trustees, and other senior leaders.
 - Provide strong and empowering leadership to the HR team to maximize their potential, proficiency, and professional growth.
- **Talent Management**
 - Oversee recruitment, selection, onboarding, and retention efforts to attract and retain top talent.
 - Develop and implement comprehensive talent management and succession planning programs.
 - Foster a culture of professional development and continuous learning.
- **Employee Relations**
 - Develop and implement effective employee relations strategies, ensuring fair and consistent treatment of all employees.
 - Address and resolve employee concerns, conflicts, and grievances in a timely and confidential manner.

- **Diversity, Equity, and Inclusion**
 - Lead initiatives to promote diversity, equity, and inclusion across all aspects of college operations.
 - Work collaboratively with various departments to create an inclusive and supportive campus environment for students, faculty, and staff.
- **Compliance and Policy Development**
 - Ensure compliance with federal, state, and local employment laws and regulations.
 - Develop, implement, and update HR policies and procedures to maintain a positive and compliant work environment.
- **Benefits and Compensation**
 - Oversee the design and administration of competitive and equitable compensation and benefits programs.
 - Analyze market trends to ensure the college remains competitive in attracting and retaining talent.
- **HR Operations**
 - Streamline HR processes and procedures to enhance efficiency and effectiveness.
 - Implement and advance technology solutions to support HR functions and talent management systems.

QUALIFICATIONS

- Master's degree in Human Resources, Business Administration, or a related field. HR certification (e.g., SHRM-SCP, SPHR) is highly desirable.
- Minimum of 5 years of progressive HR leadership experience from inside or outside of higher education.
- Comfortable with making decisions in a shared governance environment.
- Excellent at change management.
- Strong knowledge of HR best practices, employment laws, and regulations.
- Exceptional communication, negotiation, and conflict resolution skills.
- Proven ability to build and maintain positive relationships with diverse stakeholders.
- Demonstrated experience in leading diversity, equity, and inclusion initiatives.
- Strategic thinker with the ability to translate HR strategies into actionable plans.
- Bargaining unit experience is desirable but not required.

COMPENSATION

Salary commensurate with education and experience; outstanding Benefits and paid time off.



APPLICATION PROCESS

CBIZ-EFL Associates, an executive search firm, is assisting our Client with this important search. All calls and inquiries should be made through the search firm. Nominations and applications will be held in confidence. Review of applications will begin immediately and will continue until the position is filled.

STEP 1: Complete a brief online application (2-3 minutes)

- <https://www.surveymonkey.com/r/CCHRO>

STEP 2: Send us your cover letter and résumé or curriculum vitae:

- Send in PDF format.
- Send to ApplyEFL@EFLAssociates.com
- Email subject line should read – “CONFIDENTIAL CHRO Application”

Key Dates

- Candidates will be reviewed as they apply. For best consideration, apply before ***December 5, 2023***
- Semi-finalist interviews are tentatively scheduled for early January 2024
- On-campus interviews are tentatively scheduled for late January/early February 2024

NON-DISCRIMINATION

Our client and CBIZ-EFL Associates firmly support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status, or any other protected category pursuant to applicable federal, state, or local law.

CBIZ-EFL ASSOCIATES
700 West 47th Street, Suite 1100
Kansas City, MO 64112
Phone: 816.945.5400
www.eflassociates.com

Steve Waldron, Vice President & Managing Director
swaldron@eflassociates.com 816-945-5423

Sharon Brugman, Talent Acquisition Consultant
sharon.brugman@eflassociates.com 816-945-5679

Edith Ketay, Program & Project Manager
edith.ketay@eflassociates.com 816-841-4001