

**MINNESOTA STATE COLLEGES AND UNIVERSITIES**  
**[Rochester Community and Technical College]**

<b>Employee Name:</b> VACANT	<b>Position Control Number:</b>
<b>Department/Division:</b> Human Resources	<b>Classification Title:</b> MnSCU Excluded Administrator 6
<b>Date Prepared:</b> March 23, 2021	<b>Working Title:</b> Chief Human Resources Officer (CHRO)
<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative <input type="checkbox"/> Unlimited <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Limited	<i>If Exempt, attach required documentation</i>  If seasonal, list months during the season worked
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intermittent Percent if not full-time ____ %	<b>Prepared By:</b> Jeffery Boyd

This position description accurately reflects my current job.		This position description reflects the employee's current job.	
<b>Employee Signature</b>	<b>Date</b>	<b>Supervisor Signature</b>	<b>Date</b>

**POSITION PURPOSE:** The Chief Human Resource Officer (CHRO) is a member of the senior leadership team (President’s Cabinet), providing advice and counsel to the President and other senior leaders in broad areas of human resources. The position plans, leads, directs, develops, and coordinates the policies and activities of the Human Resource division, ensuring legal and contractual agreements are followed, and ensures the campus culture includes that of equity, diversity, and inclusion. The position oversees the strategic direction for planning, organizing, and implementing the College’s Affirmative Action Plan and the Equity, Diversity, and Inclusion Plan. The position oversees the professional development programs for faculty and staff and works with Student Affairs/Student Life in providing joint equity, diversity and inclusiveness programming for both employees and students.

The CHRO is a trusted advisor whose empathy is demonstrated through inclusiveness and service to others, and who possesses integrity, humility, and an inviting demeanor. The CHRO is sensitive to and possesses an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of individuals. As co-chair of the Equity, Diversity, and Inclusion Strategic Committee, the CHRO works with other campus leaders to ensure the three pillars of diversity, equity and inclusion are put into practice. The CHRO oversees employee recruitment and retention; workforce planning and design; talent management; change management; organizational and performance management; benefits administration; onboarding; and training and development with a major focus on equity, diversity, and inclusion. The position oversees the administration of personnel and labor relations agreements/plans for the College employees, performing the duties with significant discretion. The position has substantial involvement in the development, interpretation, and implementation of college and system policies and federal and state laws.

As a member of the President’s Cabinet, the CHRO serves on several committees representing the views and communicating the decisions of the President’s Cabinet. The position develops and updates policies and practices on institutional issues and processes to ensure greater equity and inclusiveness. The position represents the College in system decision-making and with other external agencies and bodies. The CHRO is a champion for continuous quality improvement, supporting supervisors/managers through the application of a comprehensive performance management system; and provides guidance to supervisors on how to coach, offer continuous feedback and formal performance appraisals, and how to strategically manage employees to support professional growth while employed at the College. The CHRO works closely with the Affirmative Action and Title IX coordinators to ensure compliance with regulations and reviewing policies and practices to ensure that they do not discriminate based on race, color, gender, age, disability, sexual orientation, or gender identify.

## PRINCIPLE RESPONSIBILITIES AND RESULTS

1. **Human Resources Leadership and Management:** Oversee and provide the executive-level vision, leadership, and direction for the College's Human Resources division and operations.
  - a. Report directly to the President and work closely with other senior leaders.
  - b. Serve on the President's Cabinet representing the Human Resources division.
  - c. Designated the College's Diversity Officer and work in partnership with the College's Affirmative Action Officer (AAO), Title 1 Americans with Disabilities Act (ADA) Coordinator, and Title IX Coordinator to ensure compliance with all local, state, and federal policies, regulations and laws.
  - d. Lead, manage, and provide strategic direction and administrative oversight of the Human Resources division; supervising, evaluating, and promoting professional development for the employees in the division.
  - e. Provide guidance and leadership to Human Resource staff to assist with resolutions around compensation and benefits questions, concerns, and issues, and to develop comprehensive recruiting and retention plans that assists in creating lasting change in how top talent is recruited, retrained, and engaged.
  - f. Properly apply provisions of the collective bargaining units to ensure compliance with said agreements/plans, employment, benefits, insurance, safety and other laws, regulations and requirements and advise colleagues on the administration and/or interpretation of labor contracts and plans.
  - g. Analyze staffing allocation and cost efficiencies of personnel utilization to ensure that College human resources are effectively utilized.
  - h. Identifies and leads initiatives to attract the talent needed to support the College's workforce of the future and to support the organization's equity, diversity, and inclusion objectives.
  - i. Facilitate effective communication with current and prospective employees so all constituents are kept accurately informed regarding their rights and responsibilities as a state employee.
  - j. Oversee the compensation programs in accordance with Minnesota Management and Budget and system office guidelines including salary, benefits, workers compensation and unemployment.
  - k. Serve as the College's representative at unemployment hearings.

**Priority: Essential      Percent of Time: 35%**

2. **Strategic Planning Leadership and Management:** Oversee and provide leadership for the strategic directions of the College's Human Resources and Equity, Diversity, and Inclusion programs.
  - a. Provide strategic and operational guidance on all issues around human resources to define long-term goals for the college that support the College's mission through talent management.
  - b. Co-chair the Equity, Diversity, and Inclusion Strategic Committee.
  - c. Lead and support the College's human resources plan, including evaluating human resources operating procedures and establishing or making appropriate changes.
  - d. Develop, maintain, and manage the College's Affirmative Action/Equal Opportunity (AA/EO) Plan, the Office of Civil Rights Plan, and the Equity, Diversity, and Inclusion Plan.
  - e. Ensure compliance with ADA requirements.
  - f. Provide vision, leadership, and strategic direction for equity and inclusion at the campus.
  - g. Assess future needs; develop, through appropriate consultation with various college constituent groups, short- and long-range goals and priorities for the division.
  - h. Lead college-wide human resource strategies and programs that foster an inclusive workplace culture.
  - i. Research, develop, recommend, administer and evaluate policies, procedures, best practices for the Human Resources Division to ensure the division is facilitating the College's goals and other related areas effectively and in compliance with federal, state and system regulations, directives and guidelines.
  - j. Build collaborative relationships with Minnesota State's Office of Equity and Inclusion, other campus', and community partners to enhance and inform the college's work as it relates to equity and inclusion.

**Priority: Essential      Percent of Time: 30%**

- 3. Employee Development and Management:** Manage and develop employee performance and development systems.
- a. Oversee the professional development programs for faculty and staff with a major focus on equity, diversity, and inclusion.
  - b. Collaborate with Student Affairs/Student Life in providing joint equity, diversity and inclusiveness programming for both employees and students
  - c. Lead the College to advance system level initiatives, such as Equity 2030 and Equity by Design; build and maintain relationships and collaboration with equity focused organizations.
  - d. Promote and maintain an atmosphere that properly deters and responds to discrimination and sexual harassment in the workplace; actively discourages and disciplines behavior that is discriminatory or harassing.
  - e. Investigate or coordinate the investigation of alleged discrimination/harassment complaints and recommend appropriate resolution.
  - f. Serve as the designated Grievance Representative and assist managers and employees with informal disputes.
  - g. Support supervisors/managers through the application of a comprehensive performance management system, providing guidance to supervisors on conducting formal performance appraisals and how to strategically manage employees to support professional growth.
  - h. Design, coordinate and facilitate diversity, equity, inclusion, discrimination, harassment, sexual violence, affirmative action, cultural diversity, ADA, and other education/training programs.
  - i. Work collaboratively with hiring managers to develop and implement the planning functions of the College which respond and align with the College's hiring policies/practices.
  - j. Collaborate to set priorities and objectives and draft or modify staff development policies to meet goals.
  - k. Coordinate, encourage, and research professional development opportunities both on and off campus to promote satisfaction, enhance performance, and provide growth opportunity.
  - l. Coordinate employee onboarding, offboarding, recognition, new employee orientation, and mentoring programs.
  - m. Manage the employee performance review process.
  - n. Plan and implement systematic evaluations of all personnel programs and projects assigned.
  - o. Monitor employee retention progress and stay abreast on climate and culture, ensuring it stays positive and productive.

**Priority: Essential      Percent of Time: 25%**

- 4. Budget Management:** Develop and manage the budgets assigned to human resources and campus diversity.
- a. Develop and administer associated personnel and non-personnel budgets.
  - b. Monitor expenditures of the approved allocations associated areas.
  - c. Review the budget allocation process to ensure equity and judicious use of resources needed to meet employees' needs and College productivity targets.
  - d. Approve staff development appropriations or recommend alternatives opportunities.

**Priority: Essential      Percent of Time: 5%**

- 5. Perform other duties as assigned:** Ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner.

**Priority: Secondary      Percent of Time: 5%**

***Priority:** Essential=if responsibility is reason job exists, is a highly specialized task or one that requires special education or training licensure, requires a great % of time, has a high level of accountability (consequences are considerable to others or the institution if failure to perform), the responsibility is essential; Secondary=if not essential, then responsibility is secondary; **Discretion (optional):** A=Employee investigates situations, makes decisions, takes appropriate action reports by exception and through normal review processes; B=...reports to supervisor immediately after action is taken; C=...makes decisions with supervisor....reports to supervisor immediately after action is taken; D=Employee discusses situations with supervisor before investigation, makes decisions with supervisor, takes appropriate action, and reports to supervisor immediately after action is taken.*

## **Minimum Qualifications** *(expected to have to enter job)*

**Education:** Bachelor's degree in Human Resources Management, Personnel Administration, or related field.

### **Type and length of experience:**

- A minimum of five years of successful and progressively responsible professional experience in human resource management in a medium to large organization.
- Experience in leading diversity, equity, and inclusion initiatives in an organization.
- Experience with collective bargaining and union contract administration
- Demonstrate high level of skills in leadership, management, supervisory, organizational, and human relations.
- Demonstrate competence in interpreting and complying with federal and state legislation, and state, system, and College policies.
- Demonstrated genuine commitment to inclusiveness and shared governance in leadership and decision-making.
- Knowledge of principles of continuous improvement and quality management.
- Demonstrated ability to work successfully with persons of diverse backgrounds, and commitment to affirmative action in staffing and operations.
- Demonstrated ability to identify and address issues and concerns in a diplomatic, sensitive, and confidential manner.
- Demonstrated effective written and verbal communication skills.

## **Preferred Qualifications** *(desired but not expected to have to enter job)*

- Advanced degree in human resource management or a related field.
- Experience developing, organizing, and administering budgets
- Experience in public sector human resource management.
- Solid employee relations/labor relations experience, including managing collective bargaining agreements and maintaining sound business relationships with union representatives.
- Demonstrated ability to foster participation of others and to work effectively and collaboratively with employees and students and other constituents of the College.
- Experience in strategic planning, project management and change management.
- Experience as a Diversity Officer or similar role.

## **RELATIONSHIPS**

**This Position Reports to:** College President

- **Supervises:**
  - Employees:
    - 2 FTE Employees - Direct Supervision
    - 3-5 FTE Student Employees

**Internal and External Clientele and Purpose of Contact:** This position reports directly to the President. This person must develop and maintain effective working relationships with the senior administrators, managers and with system staff. This position must demonstrate effective customer service, communication, and continuous process improvement strategies for the College.

## **KNOWLEDGES, SKILLS AND ABILITIES:**

The Chief Human Resources Officer (CHRO) is accountable for managing and directing human resources for the College. This requires loyalty and compatibility with the College President and with the senior leadership (President's Cabinet), as well as the ability to establish and maintain productive, collegial, and professional working relationships with the internal and external College community. The incumbent assumes complete responsibility for all duties assigned.

This position requires a high level of leadership, management, organizational, and human relations skills including a thorough knowledge and understanding of personnel and labor relations concepts, practices, and processes; competence in prescribing, interpreting, and complying with federal and state legislation, state, system and College policies as well as labor contracts and plans; ability to identify and address problems with diplomacy and sensitivity; ability to analyze and resolve a variety of complex problems; effective written and verbal communication skills; ability to manage change and conflict rationally; ability to work efficiently, decisively, and professionally; ability to direct/conduct and analyze research and prepares written reports for purposes of budgeting and staffing projections; ability to conduct fair and objective investigations (discipline, grievances, discrimination, harassment); and effectively recommend actions on the basis of such investigations and reports. This position must have an enterprise leadership approach that considers both College and system-wide stakeholders when analyzing issues and proposing solutions.

**Physical Demands:** *The physical demands 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.*

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. Manual dexterity required for constant keying. The employee must frequently lift and/or move up to 10 pounds, and occasional overnight travel is necessary.

**PROBLEM SOLVING:** The Chief Human Resources Officer must solve a range of problems and concerns involving individual, group and institutional needs. Problem solving often requires weighing the relative merits of complex factors, negotiating with interested parties, and making decisions that are ethical, fair, and consistent. Problem solving sometimes requires involving other campus or system personnel and resources to resolve conflicting interests and perspectives.

Creativity is also essential in using staff and physical resources efficiently, identifying new funding sources, and devising innovative strategies to accomplish the goals of the College.

#### **FREEDOM TO ACT**

**Budget:** Position indirectly impacts personnel budget of approximately \$32 million and is directly responsible for operating budgets totaling over \$200,000.

**Decision(s) Position Makes and Decision(s) Referred to Higher Authority:** Considerable freedom to act is afforded this position in decisions related to resolution of personnel issues; solving operational problems involving single or multiple departments; and generation of innovative administrative practices, program proposals and services that meet College and employee needs and expectations. The incumbent is expected to follow established procedures, suggest improvements to existing procedures, perform tasks in a professional manner, and keep the President informed of developments, issues, and improvements. This person is expected to adhere to all federal and state rules and regulations and to College policies and procedures. Consultation, if needed, will be through the President's Cabinet and the President.

All employees must comply with department and institution procedures and policies, system policies and procedures, as well as local, state, and federal laws, regulations, guidelines and business and industry standards.

*This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.*

*Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity.*