

ST. MARY'S COUNTY METROPOLITAN COMMISSION

CLASS SPECIFICATION

Title: Chief Human Resources Officer

Grade: 120

FLSA: Exempt

Date: 1/22

Job Summary:

Plans and directs MetCom's human resources programs and services by developing HR policies and procedures, managing employee benefit programs, developing and ensuring effective implementation of plans, systems, policies, and processes for workforce planning, talent management and development, employee engagement, compliance and recordkeeping, employee relations, and compensation and benefits, as well as ensuring HR compliance. Position reports to the Executive Director.

Essential Functions:

1. Ensures MetCom's compliance with all applicable personnel codes, federal, state and local laws, rules, regulations, standards, policies and procedures
2. Mitigates legal risk to the organization through proactive training and education, clear systems and processes for managing conflict with and between employees, handling and investigating complaints of harassments/discrimination and other unjust practice allegations
3. Serves as plan administrator for all insurances (medical, dental, vision, life, long and short-term disability) and the annuity plan; prepares and reviews specifications for insurance renewal bidding; communicates with staff and assists in resolving insurance issues
4. Oversee recruitment and talent acquisition strategies to attract and retain top talent. Design and implement comprehensive talent management programs, including onboarding, performance management and succession planning.
5. Manages the recruitment and selection of new employees through job analysis, advertising, interviewing, and testing; conducts orientations for new employees. Ensuring the organization is effectively and efficiently sourcing and selecting the right candidate.
6. Communicates with staff regarding benefits programs, policies and procedures
7. Identifies ways to increase staff retention and productivity, including strategies to enhance employee engagement, leadership and staff development and promoting a coherent organizational culture.
8. Serves as a mediator to help resolve personnel conflicts and provides recommendations and informal training to supervisors and managers on employee management skills
9. Maintains all personnel records and ensures that employee files and records are properly and securely maintained.
10. Maintain current knowledge and application of all relevant laws at the local state and national level relating to employment and ensure organizational compliance. This includes educating and advising managers on HR related legal and regulatory matters and ensuring HR programs, practice and policies are aligned.
11. Serves as MetCom's State Retirement Coordinator
12. Plans and directs HR management programs and services including classification and pay, employee development, performance evaluations, substance abuse testing, etc.
13. Develops and implements policies and procedures and ensures that all policies are communicated, understood and enforced
14. Oversees training programs for all employees
15. Oversees the organizations Affirmative Action Program.
16. Supervises the HR Specialist, Risk Manager/Safety Officer and Cleaning Specialist and provides HR support to other departments

Other Duties:

Performs other duties as assigned

Required Knowledge, Skills, and Abilities (These are pre-employment KSA that apply only to Essential Job Functions.):

1. Thorough knowledge of St. Mary's County Metropolitan Commission policies and procedures
2. Advanced knowledge of employment law and legislative changes
3. Ability to act as a representative of St. Mary's County Metropolitan Commission to the public
4. Expert knowledge of Human Resources management principles, practices, and procedures
5. Expert knowledge of personnel policies and procedures, employment practices and employee benefit plans
6. Advanced knowledge of the principles, practices, and procedures of administrative management, and the ability to interpret them to the staff and the public
7. Ability to read and comprehend relevant documents associated with department operations
8. Ability to effectively communicate with other staff members; ability to coordinate, advise, supervise and maintain effective working relationships with other professionals.
9. Ability to keep relevant parties informed of all major issues and programs and to recommend changes as appropriate
10. Ability to maintain strict confidentiality in all matters pertaining to the department
11. Ability to prioritize and multitask
12. Ability to use available resources to research information
13. Ability to prepare and maintain accurate records
14. Ability to operate relevant computer systems, including hardware and software

Required Qualifications (Note: Any acceptable combination of education, training and relevant experience that provides the above knowledge, abilities and skills may be substituted on a full-time year for year basis.):

Training and/or Education:

Bachelor's degree plus five or more years of relevant experience or Master's degree plus three or more years of relevant experience

Experience:

Or equivalent technical training, education, and/or experience

Licenses or Certificates:

PHR or SHRM certification required

Special Requirements:

None

Work Schedule:

This position is eligible to telework two days per week with Director approval.

Physical Demands:

Work requires no unusual demand for physical effort.

Unusual Demands:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting or training rooms, residences, or commercial vehicles e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls, and observance of fire regulations and traffic signals.

Nothing in this description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They are not intended to include every possible activity and task performed in every

position.

The Metropolitan Commission is an Affirmative Action/Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity and sexual orientation, national origin, disability status, protected veteran status, or any other characteristic covered by law.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

Department Head

Date

Supervisor

Date

EEO Classification: Exec. Senior Off/Manager