

Classification Description



Job Title: Vice President, Human Resources/Chief
HR and Organizational Development
Officer (CHRODO)

Pay Grade: Executive

Job Code: 4790

FLSA Status: Exempt

Job Purpose

This senior management position serves in an executive capacity, reporting to the President and provides leadership for all aspects of the College's organizational development and human resources, including recruitment and selection, employee relations, organizational communications, employee development, talent and succession planning, workforce analysis, compensation, benefits, human resources information systems, compliance issues, and policies.

Provides overall leadership and vision for areas of responsibility within the context of the College's vision, mission, goals, and strategies. Represents the College in various civic, community, and professional organizations at the local, state, and national levels. This is a College Executive position serving under an annual contract.

General Responsibilities

Essential Functions

Ensures the strategic direction and implementation of College-wide organizational development initiatives.

Leads all organizational development and human resources functional departments to ensure goals and priorities align with institutional strategy and to ensure compliance with all local, state, and federal regulations.

Leads efforts to develop and sustain an organizational culture of excellence, collaboration, and student success through employee development, performance management, organizational communications, and employee relations efforts.

Oversees the College's Title IX, ADA, and compliance functions, ensuring that pertinent policies, procedures, and regulations are met. Oversees the implementation of the College's equal access/equal opportunity grievance procedures and provides recommendations to the President.

Directs planning, research, and development of programs to create and sustain a culture of inclusion for all members of the FSW community. Works collaboratively with College partners to develop strategies to recruit, retain, and sustain the success of employees and students from diverse backgrounds.

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Serves as chief negotiator for collective bargaining negotiations.

Oversees a comprehensive Human Resources program spanning the entire employee lifecycle, including recruitment, classification, and compensation, benefits administration, retirement administration, policy development, contract administration, employee relations, training and development, records management and regulatory compliance.

Develops, interprets, and implements College operating procedures related to Human Resources in accordance with state and federal laws and statutes, the faculty union agreement, and other applicable College operating procedures.

Guides the management of employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines, and by communicating and reinforcing organizational values and expectations.

Provides consultation and technical expertise to administrators, staff, the public, and others concerning Human Resources operations and activities.

Supervises, coaches, and develops assigned personnel to ensure the effective accomplishment of departmental goals and objectives. Establishes performance expectations, conducts required evaluations and documented check-ins through the Agile performance management system, provides ongoing feedback, and addresses performance concerns in a timely and constructive manner.

Promotes non-discriminatory practices, adherence to applicable laws related to discrimination, harassment, and disabilities.

Investigates, resolves, and provides technical recommendations concerning employee disciplinary matters, misconduct, complaints, due process, grievances, and other staff relations issues and conflicts; reviews, analyzes, and coordinates response to unfair labor practice and regulatory agency complaints; researches, compiles, and assembles related technical information.

Oversees the development, implementation, and maintenance of the College's pay plan, including periodic review of the entire classification and compensation structure for the College.

Ensures a clear and timely performance management process College-wide for Executives, Administrators, Staff, and Faculty (in accordance with the collective negotiations agreement).

Directs the issuance of contracts to appropriate personnel. Reviews contracts for accuracy, consistency, and equity in compensation.

Develops and prepares unit plans and the annual preliminary budgets for the department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

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Monitors the management of the personnel records system of all College employees and all other files of record assigned to the department to maintain the confidentiality, completeness, and accuracy required for complete documentation and proper records management; oversees physical and electronic employee records. Controls access to College personnel files and acts as the contact person for public access.

Provides leadership in developing and supporting quality training and professional development initiatives.

Develops organizational strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organizational strategic planning; and establishing human resources objectives aligned with institutional goals.

Enhances the effectiveness and reputation of the department and the College by embracing new initiatives, responding to emerging needs, and identifying opportunities for continuous improvement and added value.

Implements human resources strategies by establishing department accountabilities, including, but not limited to, talent acquisition, staffing, employment processing, compensation, employee benefits, training and development, records management, succession planning, and employee relations.

Establishes and maintains effective procedures for efficient and accurate flow of employee onboarding and employment paperwork to ensure compliance with local, state, and federal requirements and adherence to College operating procedures.

Oversees the employee separation process and coordinates and/or conducts exit interviews to assess factors contributing to employee departures. Analyzes turnover data and provides recommendations to executive leadership regarding areas of high turnover and retention strategies.

Serves as Privacy Officer/Privacy Contact at the College with regards to implementing and maintaining the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy requirements (PHI) – Full Access.

Provides oversight to ensure compliance with College policies, procedures, and applicable laws governing equal opportunity, nondiscrimination, recruitment, and employment practices.

Assists the Title IX Coordinator/Compliance Officer in completing compliance reports required by law.

Provides and maintains cellular telephone and high-speed internet technology services, which allows immediate accessibility to the College through text and voice messages by cellular phone, and responds as needed.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Master's degree from a regionally accredited institution of higher education in business, human resources management, organizational development or related field.

Five (5) years of progressively responsible full-time professional experience directing the human resources function for an organization (preferably public sector); or directing a major division within a human resources department.

Ability to recognize administrative problems and exercise sound judgment in decision-making; gather and analyze data, reason logically, and draw valid conclusions; interpret and apply laws, rules, standards, and procedures pertinent to Human Resources operations; establish and maintain effective working relationships; communicate ideas and recommendations clearly; and prepare concise, well-written reports.

Demonstrated ability to maintain confidentiality.

Demonstrated commitment to continuing education to stay current with the field of human resources and/or legal affairs through coursework, seminars, and/or professional associations.

Demonstrated experience in the development and maintenance of human resources information systems and an understanding of enterprise-wide integrated systems.

Ability to proficiently use standard office hardware and software such as MS Office, electronic mail, and the internet.

Working knowledge of:

- Knowledge of applicable federal and state employment laws and regulations.
- Knowledge of human resources practices and principles.
- Demonstrated competency and experience in the areas of leadership, strategic planning, organizational development, human relations, problem solving and conflict resolution, human resource program development, personnel database management.
- Knowledge of College educational philosophy and senior management administrative practices and procedures.
- Knowledge of practices, procedures and policies involved in the investigation of employee disciplinary matters, misconduct, complaints, due process, grievances, unfair labor practice complaints and other staff relations issues and conflicts.

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- Knowledge of the legal and regulatory environment; ability to evaluate issues, assemble appropriate teams, and lead decision-making to determine appropriate courses of action.
- Strong interpersonal and communication skills to work effectively with a wide range of constituencies.
- Ability to balance employee advocacy with College priorities and resources.
- Ability to think, reason, and make sound judgments to decide how duties and responsibilities are completed in compliance with College standards and guidelines.
- Ability to negotiate and manage collective bargaining agreements.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail-oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze, and present information in a meaningful manner.
- Collaborate effectively with individuals from diverse backgrounds and experiences.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manuals related to assigned job responsibilities.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.

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- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze, and apply critical thinking skills.

Approved: June 23, 2026.