



## Job Description

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<b>TITLE:</b> Chief HR Officer (CHRO)	<b>JOB CODE:</b> 1130
<b>DEPARTMENT:</b> Human Resources	<b>FLSA:</b> Exempt
<b>PREPARED:</b> November 2005	<b>FLSA CLASS:</b> Executive
<b>UPDATED:</b> April 11, 2022	<b>WORK LOCATION:</b> Aztec, NM
	<b>REMOTE WORK ELIGIBLE:</b> YES

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**Summary:** Under administrative direction of the County Manager, the Chief Human Resource Officer is responsible for providing leadership and executing human resources strategy in support of the overall business plan and strategic direction of San Juan County, specifically in the areas of succession planning, talent management, change management, organization and performance management, training and development, compensation and benefits. Ensures compliance with all applicable federal, state, and local laws and regulations. The Chief HR Officer provides strategic leadership by articulating Human Resource needs and plans to the County Manager.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Develop, evaluate and implement department goals, policies and procedures; implement the department's strategic plan; evaluate programs and work processes; ensure activities comply with applicable laws, policies and regulations.
- Manage operations and staff; prioritize and assign work and projects; hire, train and evaluate staff; counsel, coach and instruct employees; develop staff and evaluate performance.
- Develop and monitor department budgets; monitor expenditures to achieve budget targets; prepare staff reports, studies and analysis of related personnel and employee issues; recommend and implement changes to existing policies.
- Provide leadership, direction and coaching to staff in the areas of performance management, problem resolution, planning, and work assignments.
- Conduct research and planning for the department; monitor industry trends and identifies potential changes; analyze workload and recommend staffing assignments and adjustments; oversee the human resources metrics scorecard on a continuous basis.
- Serve as primary internal human resources consultant to all County departments; counsel management on personnel policies, equal employment opportunities, compensation and benefits; ensure activities are compliant with all laws and regulations.
- Manage all employee relations activities; coordinate employee committees; investigate problems arising from harassment, employee relations issues and employee grievances; conduct hearings and recommend corrective action; advise staff and management on policy issues.
- Manage employee requests under the Americans with Disability Act (ADA and the Americans with Disability Act Amendments Act (ADAAA)).
- Provide guidance to supervisors with employee work restrictions; determine, prepare, and process fit for duty letters; manage employee work restrictions working towards full work release with no work restrictions and/or determine if other accommodations are in order.
- Administer and communicate the County's recruitment and selection programs, employee benefits program, classification and compensation program, training and development, employee relations and employee safety and health programs.
- Maintain all SJC job descriptions for accuracy and adherence to policies and government procedures.
- Implement, interpret and enforce County and Department policies and procedures.
- Oversee and monitor personnel record keeping and personnel transaction processing.
- Administer drug and alcohol testing program for reasonable suspicion; monitor unemployment claims, deferred compensation plan activities, and retirement systems actions.
- Conduct organizational studies; research personnel issues and regulations; conduct surveys of comparable organizations; analyze results, propose solutions, and calculate implementation costs.
- Oversee training for County employees involving human resources issues, specialized training for key personnel on management techniques, policies and procedures.

## Job Description

### Chief HR Officer (CHRO)

- Ensure that employee personnel files are maintained in line with County policies and government regulations; retain records in line with County record retention requirements.
- Represent the County and the Human Resources Department in intergovernmental functions.
- Perform other related duties as assigned.

#### Required Knowledge and Skills:

- Knowledge of applicable federal, state and local laws and regulations governing human resources.
- Knowledge of County personnel policies and procedures.
- Knowledge of the principles, methods and practices of management and supervision.
- Knowledge of the principles and practices related to recruiting and selection, employee relations, employee benefits, classification and compensation, training, and personnel files and administration.
- Knowledge of organization, management and supervisory principles, practices and methods.
- Skill in effectively managing, leading and delegating work and projects.
- Skill in interpreting and applying relevant federal, state and local laws, ordinances and regulations.
- Skill in planning and implementing policies and procedures.
- Skill in effectively negotiating, mediating and resolving human relations matters.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer and standard business software.

#### Education and Experience

- Bachelor's degree in Human Resources, Public Administration, or related field and ten (10) years of professional human resources experience; or an equivalent combination of education and work experience sufficient to perform the duties of the position.
- PHR or SPHR certification preferred.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

#### Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

#### Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

#### Approvals:

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_