

Chief Human Resources Officer Job Description

Job Title – Chief Human Resource Officer	Reports to: Chief Operating Officer	
Job Code-	Overtime Status: XX Exempt (not eligible)_ Non-Exempt(eligible)	
Department – Human Resource	Prepared by:	Date:
Facility -	Approved by:	Date:
<p>Job Summary The incumbent will be responsible for the delivery of the Human Resources (HR) functions in the hospital. The incumbent provides leadership, direction, coordination, and administration to the HR staff. The incumbent will carry-out her/his duties by adhering to the highest standards of ethical and moral conduct, acts in the best interest of XXX Hospital, and fully supports the mission, vision, and values of XXX Hospital. The incumbent will have knowledge of health care systems, and have demonstrated ability to interact, relate to, work with, and support the activities of a diverse workforce.</p>		
<p>Supervises</p> <ul style="list-style-type: none"> • HR Manager • HR Generalist • Compensation and Benefits Specialist • Nurse Recruiter • Recruiter • Employee Relations Specialist 		
<p>Primary Responsibilities</p> <ul style="list-style-type: none"> • Serves as a strategic partner for human capital within the hospital • Oversees compensation and benefits program including annual review of hospital staff programs and processes • Provides leadership and management of all core HR functions • Oversees organizational recruiting and diversity strategy • Manages HR staff • Oversees training needs of hospital • Completes and delivers yearly performance reviews of HR staff 		
<p>Other Responsibilities</p> <ul style="list-style-type: none"> • Completes continuing education credits as needed • Facilitates and participates in staff meetings • Attends senior management meetings • Facilitates completion of annual budget and hospital goals 		
<p>Education/Certifications/Licenses</p> <ul style="list-style-type: none"> • Master’s degree in Human Resources • SPHR certification 		
<p>Experience</p> <ul style="list-style-type: none"> • Required - 5 years experience in senior HR leadership • Preferred - 5 years experience in senior HR leadership in health care environment 		
<p>Special Skills/ Equipment</p> <ul style="list-style-type: none"> • Proficient in Microsoft Office, Project and HRIS software • Bilingual in Arabic, ASL, Cantonese, Hindi, Japanese, Korean, Mandarin, Polish, Russian, Spanish, or Vietnamese preferred 		
<p>Contacts</p> <p>Internal patients, providers, staff, and volunteers</p> <p>External- Patients, Providers, Vendors, Community agencies, and advocates and Regulatory agencies</p>		
<p>Physical, Mental Demands/Working Environment <i>Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.</i></p>		

Chief Human Resources Officer Job Description continued

General Activity	Number of Hours				
	None	1-2	2-4	4-6	6-8
Drive		X			
Sit			X		
Stand		X			
Walk		X			
Motion	Up to 1/3 of shift		1/3 or more of shift		
	Bend				
	Squat				
	Crawl				
	Climb				
	Reach	X			
	Lift	X			
	Carry	X			
	Push	X			
	Pull	X			
	Twist				
Turn					
Use of Hands and Feet	Gross Motor Function		Precise Motor Function		
	Right Hand	X			
	Left Hand	X			
	Right Foot	X			
Left Foot	X				
Weight Lifted/Force Exerted	Up to 1/3 of shift		1/3 or more of shift		
	Up to 10 pounds				
	Up to 25 pounds	X			
	Up to 50 Pounds				
	Up to 100 pounds				
More than 100 pounds					
Body Fluid Exposure	No <u>XX</u>		Yes		
Mental Demands		YES		YES	
	Attention Span	X	Memory	X	
	Concentration	X	Patience	X	
	Conceptualization	X	Problem Solving	X	
Influence People	X	Relate to Others	X		
Working Environment		YES		YES	
	Indoor	X	Loud Noise	X	
	Outdoor		Fumes		
	High Temperatures		Confined Areas	X	
Low Temperatures		Radiation Area			

List any other physical requirements: [type here]

Disclaimer

NAME OF HOSPITAL GOES HERE does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.

The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.

I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.

Employee-Print Name and Date

Employee Signature

Supervisor-Print Name and Date

Supervisor Signature