

**The Jewish Community Center of Greater Columbus, OH 43209**

**CHIEF HUMAN RESOURCES OFFICER POSITION DESCRIPTION**

**Position Title:** CHRO

**Dept No:** 101000

**Department:** Administration

**Personnel Code:** Professional Staff

**Status:** Exempt

**Supervisor:** CEO

**Mission Statement:**

The Jewish Community Center of Greater Columbus is a human service agency offering a varied program that is Jewish in nature. It is committed to enhancing the quality of individual and family life through the promotion of physical, intellectual and spiritual wellness. It provides educational and cultural programs that reflect the Jewish heritage, health related activities and many services to the community at large. Through its wide array of programs, the JCC pursues its mission of strengthening the individual, family and community.

Revised by the Board of Trustees on April 16, 2012

**Vision Statement:**

The JCC nurtures a passion for Jewish learning and living. Through programs and services, the JCC provides comfortable and inviting environments in which the community can thrive.

Revised by the Board of Trustees on April 16, 2012

**Agency Expectations:**

- To support the mission of the JCC.
- To insure the highest quality of programs and services and possess a working knowledge of agency programs and services.
- To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact.
- To welcome, thank and engage JCC members and guests on a daily basis.
- To treat fellow staff with respect.
- To adhere to all policies and practices provided in the employee handbook.
- To wear JCC Staff ID badge and attend appropriate staff meetings.

**Position Summary:** Plan, direct, and coordinate JCC human resource management activities to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance.

**Qualifications:**

1. **Knowledge and Education - Minimum Required or Preferred:** Bachelor's Degree Preferred, PHR Certification Preferred
2. **Experience - Minimum Required or Preferred:** 5 Years Experience in HR Required, with at least 2 years experience as Director preferred
3. **Special Skills:**
  - Strong communication skills, including: Active, perceptive listening and observation skills; Ability to communicate in writing as appropriate for the needs of the audience; Ability to verbally convey information effectively.
  - Mediation skills, including: Ability to persuade others to change their minds or behavior, as needed; Ability to bring others together to reconcile differences.
  - Teach and train staff as training pertains to human resources, payroll and timekeeping, staffing needs, personnel issues, team leadership, and legal issues.
  - Able to identify complex problems and review related information, develop and evaluate options and implement solutions.
  - Systems management, analysis, and implementation, within the HR realm: Systems include those of payroll; benefits; performance tracking, management, and evaluation; compliance; Worker's

compensation; legal; and records management. CHRO will determine how a system should work or adapt to the needs of the agency to result in greater efficiency and overall improvement for the agency. CHRO will analyze system performance and the actions needed to improve or correct performance relative to the goals of the system. Through a human resources management lens, CHRO determines how systems can best be utilized to legally meet agency, departmental, and employee needs.

Time and personnel management skills, including: Manage one's own time and the time of others.

Motivate, develop and direct people as they work.

Physical skills, including: Able to sit and use hands for long periods of time; Able to reach with hands and arms; Able to talk and hear; Able to stand, walk, climb or balance, stoop, and kneel. Able to lift 10 lbs.

Computer skills, including: Microsoft Word, Excel, Outlook and Power Point proficient. Paycom or similar software experience helpful.

### **Duties and Responsibilities:**

- Serve as a link between management and employees by handling questions, interpreting and administering policy, and helping resolve work-related problems.
- Analyze, modify, and implement compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Coordinate annual performance reviews.
- Maintain and update employee handbook as needed.
- Advise managers on organizational policy matters such as equal employment opportunity, discrimination, and sexual harassment, and recommend needed changes.
- Perform difficult staffing-related duties, including dealing with understaffing, refereeing disputes, terminating employees, and administering disciplinary procedures.
- Plan and conduct new employee orientations to foster positive attitude toward organizational objectives.
- Plan, organize, direct, control or coordinate the personnel and human resources related training activities of the JCC.
- Represent organization at personnel-related hearings and investigations.
- Administer compensation, benefits, safety and performance management systems.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion and employee benefits.
- Analyze statistical data and reports to identify and determine trends in personnel problems and develop recommendations for improvement of organization's personnel policies and practices.
- Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Manage payroll processes and procedures; supervise payroll assistant.
- Member of JCC Executive Management Team and of JCC Management Team.
- Staff Representative to HR Committee
  - Quarterly Meetings
- All other duties as assigned.

### **Acknowledgement:**

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Employee Name

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Employee's Signature

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Date of Signature