



# Unified Government of Wyandotte County/Kansas City, Kansas

## CHIEF PEOPLE OFFICER

### **The Role**

The CPO is responsible for creating and fostering a leading-edge human resource function that advances the mission and vision of the Unified Government.

### **Reporting Relationships**

The CPO will report directly to the County Administrator. Direct reports include the following:

- Director of Human Resources
- Deputy Director of Human Resources
- Training Manager
- DEI Coordinator

The CPO will work collaboratively with the following, primary peers:

- Assistant County Administrators
- Chief Financial Officer
- Chief Information Officer
- Director of Strategic Communications
- Chief Counsel

### **Minimum Qualifications of an Ideal Candidate**

This position requires a master's degree in human resources management or personnel administration. An appropriate substitution will be a master's degree in business or public administration with an emphasis in human resources course work.

- At least seven years of experience in human resources administration with a successful track record of progressively increasing responsibilities
- Substantial experience working in or familiar with local government
- PHR/SPHR or SHRM-CP/SHRM-SCP certification preferred
- CLRP certification preferred
- Thorough knowledge of federal, state and local laws and regulations governing human resources practices and public sector employment
- Experience in a union environment preferred
- Experience in all human resource functions including benefits, compensation, employee engagement, recruitment and staffing, organizational development, policy and procedure development, regulatory compliance, as well as associated general responsibilities
- Strong analytical and problem-solving skills

## **KEY RESPONSIBILITIES**

The CPO leads the planning for and directs all aspects of optimizing the employee experience. They will inspire and galvanize a culture around the vision and mission of the organization. The CPO will guide strategic planning regarding the recruitment, retention, and development of human capital. They will develop innovative processes, policies, and practices for Unified Government employees.

Key roles and desired accountabilities include but are not limited to:

## **STRATEGIC LEADERSHIP AND PLANNING**

- Plans, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support compliance and the achievement of overall Unified Government objectives
- Participates in development of the strategic corporate planning process and collaborates with leadership team to define organization's long-term goals; identifies ways to support the mission through talent development
- Effectively advises and counsels managers, supervisors, and employees on employee/labor relations issues and recommends solutions; serves as a member of the County's union negotiation team and administers/interprets collective bargaining agreement language.
- Provides guidance and direction to elected officials, department heads and other management staff on a wide variety of human resources matters.
- Conducts research and analysis to maintain knowledge of trends, best practices, legislative/regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources.

## **HR EXPERTISE & LEADERSHIP**

- Significant expertise in the modern fundamentals, principles, and practices of HR, and experience leading a comprehensive HR function
- Ability to assess, navigate, and address structural issues and willingness and readiness to build and sustain a new approach, from the overall vision to the "nuts & bolts" of the People & Culture function
- Track record of driving strong implementation and adoption of HR systems and processes
- Ensures effective Human Resources administrative and operational functions including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes, grievances and investigations; affirmative action; performance management; training and development
- Oversees and administers the County's compensation and benefits program, including creating job descriptions, administering the job evaluation process, conducting salary surveys, providing cost analysis and recommendations for plan design and policy changes

## **SUPERVISORY EXPERTISE**

- Directs and supervises the staff of the human resources department
- Abides by employment and labor laws and regulations of the United States and the state of Kansas—will be held responsible if these laws and regulations are not followed by HR staff
- Monitors and ensures compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Supervises the maintenance of the record keeping system for personnel, protected and other confidential records
- Supervises and provides direction to HR staff; responsibilities include interviewing, hiring, and orienting employees; facilitating professional development, training, and certification activities; planning, assigning, and directing work; appraising performance; disciplining employees; scheduling; addressing complaints and resolving problems
- Prepares and administers department budget

## **TALENT MANAGEMENT**

- Develops staffing strategies and designs, implements, and manages programs and plans that attract, retain, and develop a talent pool
- Provides tools and strategies for the organization to identify skills gaps, cultivate talent, enable talent mobility through career pathways, learning and development plans, and total rewards programs
- Evaluates and provides reports regarding the effectiveness of the organization's talent strategies
- Creates, designs, and leads the employee learning and development programs at all job levels to enhance employee effectiveness, ensure growth opportunities are available and accessible

## **ORGANIZATIONAL EFFECTIVENESS AND DEVELOPMENT**

- Designs, creates, develops, and manages overall organizational job design including job descriptions and department functions
- Ensures engaged and effective people are the critical component in accomplishing business goals
- Proposes changes to organizational structure to leverage talent and provide development opportunities to key leaders in the organization
- Defines and collects key performance metrics to enable accurate and valid measurement of workforce performance and to identify areas for improvement
- Oversees the assessment process of employees' strengths and interests and develops and supports the administration of training and development opportunities to assist managers and employees meeting career objectives and goals
- Leads org-wide succession planning

## **CULTURE AND ENGAGEMENT**

- Demonstrates experience evaluating and meaningfully improving the culture of an organization
- Experience leading the evolution of systems and processes to advance strategic goals, support equity, and build a cohesive culture during times of growth
- Experience engaging with diverse staff and leadership to promote trust, teamwork, partnership, and engagement across departments and levels of leadership
- Outstanding, transparent communicator with the ability to support internal and external communications
- Uses a variety of methods, including surveys, focus groups, skill assessments, and other feedback to assist the organization with new ideas, identifying issues, and improving

## **DEI EXPERTISE**

- Demonstrates deep knowledge of diversity, equity, and inclusion principles and practices.
- Brings broad experience envisioning, leading, and implementing practices that demonstrably advance equity, diversity, and inclusion within an organization.

## **THE IDEAL CANDIDATE**

The ideal candidate for the position of CPO will be a well-rounded, proven human resource practitioner knowledgeable in all areas of human resources. Proven experience achieving operational excellence in a highly complex work environment is required. They will have a track record of growing and developing diverse teams in a fast-paced, changing organization while building an inclusive and equitable working environment.

The successful candidate will be a strategic, proactive business partner, who will provide thought leadership and forward-leaning practices as an active and constructive leader, who can foster a culture that supports creativity and innovation, and who is skilled at both prompting and effectively reacting to new work environments and organizational demands.

While no one candidate will have all the criteria enumerated below, the ideal candidate will possess the following professional and personal abilities and attributes:

- A proven leader who is a strong talent developer and mentor of employees who can help create and maintain a positive organizational culture
- A strategic partner and people-centric HR leader well versed in guiding an organization through change and growth; experienced in organizational development and HR transformation
- A proactive business partner; to engage the leadership team and staff around creative HR solutions; one who can bring fresh ideas to drive growth and impact
- An engaged and confident leader equipped with the tenacity to articulate and implement the UG's people needs of the future and to further position HR as a strategic support function
- A strong communicator with the ability to effectively communicate with a variety of audiences across all levels of the organization, open to feedback and skilled at conflict resolution, with an ability to influence others
- An individual with strong emotional intelligence and an ability to build trust in a variety of relationships
- A team player who emphasizes collaboration and consensus building
- A trusted confidant with an 'open door policy'; equipped at building trust with a remote workforce
- An open-minded team member who has the ability to adapt to the needs of the organization and employees.
- An experienced professional who can leverage HR data and metrics to measure and monitor progress and inform decisions
- A person of unquestionable ethics, integrity, and the ability to exhibit a high level of confidentiality concerning personnel and protected information and labor negotiations
- A forward-thinking people leader passionate about an experience that attracts and retains employees where they can work and grow
- An individual who exhibits a belief in diversity, equity, and inclusion, ensuring the strategies, policies, practices, and programs work in a cohesive manner to address both short and long-term needs of an evolving employee and talent pipeline
- A leader deeply committed to the mission, vision, and values of the Unified Government

## **COMPENSATION**

The Unified Government offers a competitive salary and excellent benefits package commensurate with qualifications and experience. Salary range of \$123,385.60 to \$183,456.00/yr. DOQ. depending upon qualifications. The Unified Government participates in the Kansas Public Employees Retirement System and offers a comprehensive benefits package. Visit [www.wycokck.org/benefits](http://www.wycokck.org/benefits) for more information.

## **HOW TO APPLY**

Please submit applications/resumes to:  
Unified Government County Administrator's Office  
701 North 7th Street, Rm. 945  
Kansas City, KS 66101  
Email: [twash@wycokck.org](mailto:twash@wycokck.org)  
Closing Date: Open until filled

For more information, please visit our website at [www.wycokck.org](http://www.wycokck.org). The Unified Government of Wyandotte County/Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workplace. Applicants selected as finalists for this position will be subject to a comprehensive background check.

PI # 0269

Unified Government Human Resources Department  
701 North 7<sup>th</sup> Street, Rm. 646  
Kansas City, KS 66101  
or email to [jobs@wycokck.org](mailto:jobs@wycokck.org)

The Unified Government of Wyandotte County/Kansas City, Kansas is an Equal Opportunity Employer