

Legacy Community Health  
Chief Human Resources Officer  
Houston, TX

## Background

This mid-sized, full-service healthcare system is comprised of over 50 locations in the Texas Gulf Coast region and offers adult and senior primary care, pediatrics, OB/GYN, behavioral health, dental, HIV/AIDS care, vision, specialty care, and pharmacy services. For over 40 years, this leader in community health has innovated to provide comprehensive, quality healthcare services to underserved communities with the goal of improving overall wellness and quality of life. The organization's services and programs are available to all, regardless of the ability to pay – without judgment or exception. With a total annual revenue of \$420 million and a staff of 1,800, the organization serves over 200,000 individuals in the community each year.

## Position

As a member of the senior leadership team and reporting to the CEO, the Chief Human Resources Officer (CHRO) will lead the development and execution of a strategy and vision for Human Resources that aligns with the organization's mission, values, and strategic priorities. They will partner closely with executive leadership and the HR team to implement an HR strategy with a focus on recruitment and retention, employee engagement, staff learning and development, and diversity, equity, and inclusion.

This is an exciting opportunity for a highly collaborative and action-oriented leader with deep experience in people-centered HR practices. The CHRO should be a seasoned change agent with the ability to build trusting relationships across all levels of the organization and understand the big picture while managing the day-to-day.

The CHRO will directly supervise seven staff including the Director of Learning, Director of Total Rewards, Vice President of HR, VP of DEI and Organizational Culture, and three HR Business Partners.

## Priorities for the CHRO

- Act as a change leader for the organization, particularly as it prepares for future growth
- Establish credibility and serve as a trusted advisor and collaborator to the CEO and members of the leadership team on all HR matters
- Bring a deep focus on recruitment, retention, and best place to work
- Establish and foster a culture of customer service and responsiveness as core values of the HR team
- Refine and optimize existing HR processes. Establish training and education to help managers understand how to leverage existing HR tools
- Ensure the HR staff possesses skills, knowledge and capabilities to support the success of business partners
- Create a stronger understanding and establish clear expectations of the role of the HR Business Partner

- Assess existing leadership and professional development opportunities and work to understand what tools employees need; lead the development of necessary trainings
- Assess DEI work and collaborate with the team to create a vision for the future of DEI within the organization
- Improve HRIS system to streamline processes and workflows

## Responsibilities

Other core responsibilities of the CHRO include:

### Strategy and Leadership

- Assess all aspects of the organization's human resource structure, systems, policies, and programs, for relevance to its mission and organizational structure. Implement a plan to leverage data for improvement across all HR functions and operations to meet changing internal and external conditions
- Establish and communicate a strategic vision for diversity, equity, and inclusion. Utilize data and analysis to reach that vision (including policies, operating procedures, etc.)
- Develop strong relationships with employees and establish easy communication channels across the organization to seek input, problem solve, inform, and ensure employee needs are met; maintain a close pulse on the needs of the organization and its staff, with a focus on supporting employee needs

### Administration

- Hire and lead the Human Resources team to deliver high quality and responsive HR services, programs, and procedures, ensuring the team can effectively address the challenges of a highly dynamic and diverse organization
- Organize and oversee employee benefits program, track benefits trends and new developments, ensuring compliance with local government regulations
- Maintain clear and ongoing communication with staff to seek their input and keep them informed of human resources policies, regulations, and practices

## Qualifications

- Alignment with, and excitement about the mission and vision of the organization
- Experience and commitment to building and working within a diverse, equitable, and inclusive community
- Demonstrated experience as an effective strategist and operator, with a track record of successful execution of human resources programs and operations at an organization with a large, multi-site workforce

- Proven ability to act as a thought partner and collaborator, particularly with executive leadership team; skilled at cultivating strong relationships and partnerships at all levels within an organization to achieve results
- Deep expertise in building, growing, and managing an effective HR team
- Skilled at designing and building robust structures and procedures to improve and make more efficient HR operations across the organization
- Track record of navigating and leading through organizational change
- Adept at shifting priorities when needed and working in a fast-paced and growing environment
- Working knowledge of how to understand regulations and laws in multiple states and national employment
- The ability to manage difficult situations with tact and diplomacy
- Knowledge of human resources best practices, employment law, employee relations, and compensation/benefits
- Strong computer skills, including strong experience with HR software (i.e., ADP, etc.)
- Mergers and Acquisitions experience is appreciated
- Master's degree in HR/MPH and SHRM certification is preferred

## Core Competencies

Definitions of core competencies prioritized for this position

- **Organizational Savvy:** Maneuvering comfortably through complex policy, process, and people related organizational dynamics
- **Instills Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity
- **Attracts Top Talent:** Attracting and selecting the best talent to meet current and future business needs
- **Communicates Effectively:** Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
- **Builds Effective Teams:** Building strong teams with a strong identity that apply their diverse skills and perspectives to achieve common goals
- **Strategic Mindset:** Seeing ahead to future possibilities and translating them into breakthrough strategies

## Salary and Benefits

Salary for this position is \$350,000 plus a comprehensive benefits package including medical/vision/dental, 10 paid holidays, and a 403B retirement plan.

This position description is based upon material provided by the organization, an equal opportunity employer.

To apply for this position, please click [HERE](#).

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