



Title: Chief Human Resources Officer

Location: Los Angeles, CA

Vision To Learn is a 501(c)3 nonprofit organization that uses mobile vision clinics to provide eye exams and glasses to K-12 students in underserved communities. We are on a trajectory of significant national growth and are seeking a Chief Human Resources Officer (CHRO).

***Job Summary:***

Chief Human Resources Officer has direct responsibility for developing and executing human resource strategy in support of the overall business plan and strategic direction of the organization, specifically in the areas of talent management (all sourcing, hiring, and separation of employees), organizational and performance management (advancement, performance reviews, retention of employees), and Diversity, Equity & Inclusion (DEI) initiatives. This position provides leadership by articulating human capital needs and plans to the executive management team and by developing policies that contribute to the well-functioning and high morale of staff. This position reports to the Executive Director and is responsible for human capital across all Vision To Learn states (currently 11, expanding to 14 in Fall 2021).

This position will serve as key advisor to managers on employee development and employee relations matters including legal and policy compliance. The CHRO, working with our Professional Employer Organization (PEO), must research and maintain a current understanding of employment and labor laws and regulations and maintain a comprehensive employee manual that is easily accessed by all employees. Among the priorities of this position is to guide and support a collaborative environment at VTL with a focus on achieving our goals with integrity and respect for all.

Key responsibilities: (1) maintain an effective human capital infrastructure to maximize operational capability, quality of service, and efficiency, (2) implement a professional development process to provide quality and timely feedback and basis for advancement, and (3) establish partnerships with key leaders to create and maintain a respectful, diverse, and energetic workplace culture.

### ***Duties/Responsibilities:***

- Strategy:
  - Plan, establish, and implement human capital initiatives that effectively communicate and support the company's mission, strategic vision, and operational objectives.
  - Function as a strategic business advisor to senior leaders on organizational and management issues.
  - Work with the company's executive management team to establish a sound plan of employee growth and development that corresponds to the strategy and objectives of the company.
- Talent Acquisition:
  - Develop comprehensive strategic recruiting and retention plans to develop a diverse talent pool of candidates (comprised of applicants and employees) to meet the human capital needs of operational and strategic goals in both established and new regions. Responsible for job descriptions, development of hiring pipeline from diverse recruiting sources/services, outreach to/cultivation of network of optometrists, optician schools, and optometric association contacts, and presence in trade shows that can help build VTL profile in the industry.
  - Ensure compliance with laws and regulations, especially in launch regions; evaluate Board of Optometry laws and regulations for impact on hiring and launch timing.
- Career Development:
  - Provide input and support the development and implementation of comprehensive compensation and benefits plans that are competitive and cost-effective.
  - Responsible for performance evaluation system, process, skill ladder development, and constructive feedback training.
  - Work with operations and senior staff to ensure high-quality training, leadership development and other motivation and retention initiatives are regularly offered
  - Conduct succession planning annually or as needed
  - Direct disciplinary actions and separations in a professional and confidential manner

- Compensation and Benefits:
  - Develop compensation plan tied to skill ladders and lead annual compensation calibration process to recommend changes to Board and Executive leadership
  - Maintain a cost-effective, appealing benefits program for staff
- DEI:
  - Provide leadership and oversight in the development and implementation of proactive DEI initiatives in support of VTL's strategic plan to maintain a learning and working environment where all have an opportunity to succeed.
  - Plans, guides and advises President and executive officers on diversity, equity, inclusion and affirmative action matters.
- Administration:
  - Develop, maintain, and distribute a comprehensive Employee Handbook for HR policies and procedures, benefits, performance standards and review templates, compliance and other important employee documents.
  - Maintain staff records and handle employee benefits issues. Ensure staff has training to understand benefits and other important HR policies.

Work closely with PEO to handle on and off-boarding, benefits, and other HR related issues. Utilize their HR expertise to answer questions, complete training, and follow state and federal labor laws.

***Required Skills/Abilities:***

- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills. High "EQ" to assess qualities that will make candidates successful in the VTL organization and to coach and grow employees in most effective ways.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills and ability to work independently
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite, time & attendance software, employee training and payroll systems.

***Education and Experience:***

- A BS/BA degree from an accredited college/university; MBA or MA/MS in human resources or related field preferred.
- A minimum of 7 years of HR experience, with executive HR experience preferred.

- SHRM Senior Certified Professional (SHRM-SCP) or SHRM Certified Professional (SHRM-CP) certification preferred.

*Salary:*

- Salary commensurate with experience.

Vision To Learn is committed to a diverse staff and to a culture that holds equity as a value and a priority. VTL welcomes applicants who bring a variety of perspectives, experiences, and competencies. People of color, women, people with disabilities, and LGBTQIA+ persons are strongly encouraged to apply. VTL is an equal opportunity employer and does not discriminate based on race, creed, color, religion, ethnicity, national origin, party or political affiliation, sex, sexual orientation or gender identity, age, disability, veteran status, marital status, or any illegal or prohibited factor.

As a direct healthcare provider and to protect the health and well-being of our employees, VTL has implemented best practices for ensuring a clean and safe work environment. Employees will be asked to provide proof of COVID-19 vaccination and pass a Department of Justice background check/fingerprinting (LiveScan), TB, and drug test.

Qualified applicants should email resume and cover letter to [apply@visiontolearn.org](mailto:apply@visiontolearn.org).