

**Kenton County Airport Board
CLASS SPECIFICATION**

Vice President of Human Resources

DEPARTMENT	FLSA STATUS	EEO
Human Resources	Exempt	Officials & Administrators

CLASS SUMMARY:

Responsible for defining, developing and directing the implementation of strategic human resource initiatives, including but not limited to talent management, labor cost management, total rewards systems, compliance, employee relations and HR data/technology for the Kenton County Airport Board. Board liaison for the Executive Compensation & Talent Management committee.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

- Maintain an understanding of the airport’s organizational structure, culture and business objectives to develop and implement HR programs and processes that are strategically aligned with the organizational values and objectives.
- Partner with other members of the executive team to accomplish various business initiatives and/or projects.
- Responsible for the Strategic Workforce Collaborative, a campus-wide initiative bringing together 70+ employers to create a vibrant workforce community.
- Develop and implement a comprehensive total rewards strategy; compensation and benefits plan that is competitive and cost-effective.
- Responsible for the compensation changes associated with personnel transactions including merit increases, promotions, transfers, demotions, terminations and leaves of absence. Conduct and participate in surveys of public and private employment to analyze wage, pay practices, and other forms of compensation.
- Guide the talent management initiatives; recruitment, succession planning and training programs.
- Develop and implement employee relations programs and policies that support the needs of a diverse workforce.
- Direct the investigation and resolution of employee relations issues. Provide guidance to managers in identifying, documenting and communicating results and deficiencies in performance.
- Audit and implement actions that validate compliance with various governmental laws and regulations covering labor relations, EEOC, FLSA, FMLA, USERRA and workers compensation. Provide counsel/advice and guidance to staff and management on legal and regulated matters to mitigate liability.
- Lead the maintenance of the human resources information system and efforts to define requirements for future information needs.
- Leverage data, analytics, and current technologies to make continuous improvement in the efficiency and effectiveness of HR processes and outcomes.
- Participates on the Board Executive Compensation & Talent Management committee.
- Participate on State, Local and Trade committees.
- Responsible for all contract management activities as documented in KCAB Policy 1014, Contract Management. As the subject matter expert, responsible for all key aspects of contract

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management ensuring KCAB's interests are represented in any business activities regarding the agreement.

- Staff management responsibility to include supervision, delegation and review of assigned work, hiring/terminating, performance appraisals, coaching/counseling, staff development, application of organizational policies and procedures.
- Performs other duties of a similar nature and level as assigned.

TRAINING AND EXPERIENCE:

Bachelor's degree in a related field to the area of assignment and twelve years of related experience, including ten years of management experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- Evidence of continual learning accomplished during career; Masters degree, SPHR, CCP and/or other certifications preferred.
- Maintain Security Identification Display Area (SIDA) clearance.
- Obtain and maintain position appropriate NIMS & emergency training.

KNOWLEDGE OF:

- Supervisory techniques;
- Employment and labor laws;
- Organizational, human resources, and leadership development;
- Financial management;
- Contract management;
- Project management.

SKILL IN:

- Maintains strict confidentiality and protects privacy of confidential/sensitive information;
- Demonstrated skill in directing and managing staff efficiently and effectively;
- Clearly and effectively communicating, negotiating and advocating, both orally and in writing;
- Use of a variety of computer-based technologies including word processing, and spreadsheets;
- Establishing and maintaining effective, fair, cooperative, collaborative and respectful relationships with internal and external colleagues, peers, work teams and workgroups;
- Demonstrated skill in use of independent judgment;
- Demonstrated skill in team leadership.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

Light Work: exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

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CLASS HISTORY INFORMATION:

Updated 3.9.2020