



The Virgin Islands Housing Finance Authority is seeking qualified applicants for a position on the island of St. Thomas:

**CHIEF HUMAN RESOURCES OFFICER**

The Chief Human Resources Officer (CHRO) serves as an organizational development lead and advisor to the Executive Director of the Virgin Islands Housing Finance Authority and manages organizational growth and facilitates retention, capacity building and initiatives across the organization. This includes but is not limited to the implementation and administration of policies, procedures and programs related to all phases of Human Resources to include but not limited to compensation, employment/recruitment, benefits, training and employee relations, and ensuring the safety of all in the workplace. This is a Territorial position.

**ESSENTIAL FUNCTIONS:**

- ⇒ Provides expertise in strategic planning, capacity building and retention initiatives.
- ⇒ Directs the review of the Authority's organizational strategic plan and collaborates with executive leadership to facilitates alignment with current trends.
- ⇒ Leads and directs the evaluation of departmental operations and assists the Executive Director to create improvement plans to address deficiencies and increase organizational goals.
- ⇒ Leads and directs the review of existing and the development of new organizational policies to address emergent workplace matters.
- ⇒ Provides a broad range of consulting services to all levels of employees regarding policies and procedures and employee relations matters.
- ⇒ Directs the development, planning and facilitation of employee relations and retention efforts.
- ⇒ Conducts needs assessments to determine measures required to enhance employee job performance and overall organizational performance and implement measures to address the finding of the needs assessment.
- ⇒ Directs the development and implementation of training and staff development to enhance the effectiveness of employee performance in achieving the goals and objectives of the company.
- ⇒ Directs the planning, implementation and ongoing maintenance of employee relations, equal employment opportunity, and diversity and compensation programs.
- ⇒ Consults with management and employees on equal employment opportunity issues and charges.
- ⇒ Consults with management on performance, organizational and leadership matters.
- ⇒ Maintains personnel and all related files in accordance with Agency policies.
- ⇒ Directs the recruiting and interviewing process and orientation efforts for all new hires and exit interviews for separating employees.
- ⇒ Directs the reclassification process of the Authority.
- ⇒ Oversees the development and revision of the Authority's 5-year Strategic Plan.
- ⇒ Oversees the processing of payroll and maintains compensation records.
- ⇒ Develops and oversees the performance appraisal process for employees and takes personnel action in accordance with the Personnel Policy.
- ⇒ Assists in the resolution of all personnel-related issues and concerns, including employee grievances, and personnel action.
- ⇒ Maintains familiarity and compliance with all employee-related federal/local laws, rules and regulations.
- ⇒ Provides Human Resources functions for Virgin Islands Housing Management Inc., and any other subsidiaries of VIHFA.

**QUALIFICATIONS:**

- ⇒ **Education:** Masters Degree from an accredited college or university in Human Resources Management, Management, Organizational Leadership, Public Administration, Business Administration or related field desirable. Professional in Human Resources Certification preferred.
- ⇒ **Experience:** 5-10 years of experience working in Human Resource management. Equivalent combination of education and experience may be substituted.
- ⇒ **Knowledge, Skills and Abilities:** Ability to work with highly sensitive and confidential operations; demonstrated ability to multi-task, work collaboratively in a team-oriented environment and problem-solve; computer literate to include Microsoft Word, Excel, PowerPoint and Outlook; strong organizational and interpersonal skills and analytical abilities; good oral and written communication skills; ability to be flexible and work under pressure; ability to work harmoniously with other agencies; excellent phone etiquette and customer service skills; ability to take initiative, work independently and utilize creative skills to resolve issues; thorough knowledge of principles and practices of personnel management; and thorough knowledge of territorial and federal personnel laws, rules and procedures.

**SALARY RANGE:** \$90,000.00 - \$105,000.00 per annum depending upon qualifications and experience.

Deadline for application submittal is **Monday, June 5, 2023**; however, this position will remain open until filled.

Employment applications can be downloaded from our website at [www.vihfa.gov](http://www.vihfa.gov). Interested applicants must submit an application, cover letter, and resume/vitae electronically to [dclendinen@vihfa.gov](mailto:dclendinen@vihfa.gov) and addressed to:

**Ms. Dayna Clendinen**  
**Interim Executive Director**  
**Virgin Islands Housing Finance Authority**  
**3202 Demarara Plaza Suite 200, St. Thomas, USVI 00802-6447**