

***Cannabis Control Commission  
Job Description***

**Department: Human Resources**

**Reports To:** Executive Director

**Job Title: Chief People Officer**

**FLSA Status:** Exempt

**I. PURPOSE OF THE JOB**

The primary purpose of the job is to create and oversee a professional human resource operation and positive work culture at the Commission. The Chief People Officer directs and oversees the full scope of human resources, including recruitment, retention, classification, compensation, benefits administration, workers' compensation and employee engagement, and is responsible for planning, designing, developing and evaluating human resource-related initiatives that support organizational strategic goals and operating priorities.

**II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Establish comprehensive and inclusive plan to recruit, interview and hire employees;
- Promote a productive work environment and establish policies and procedures that encourage open discussion;
- Provide effective oversight, strategic planning, direction and coordination of the full scope of human resources for the Commission;
- Originate and lead human resources practices and objectives that will provide an employee-oriented, high-performance culture emphasizing empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce;
- Design and implement a training program, including ongoing training on Commission policies;
- Ensure Commission handbook is complete, accessible, and frequently updated;
- Participate in the development of the agency's plans and programs as a strategic partner from the perspective of the impact on people, translating the strategic and tactical business plans into strategic and operational human resources plans;
- Evaluate and advise on the impact of long-range planning of new programs/strategies and regulatory action as those items impact the attraction, motivation, development and retention of human capital;
- Develop organizational strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to strategic thinking and direction; establishing human resources objectives in line with objectives;
- Create and execute strategic plan for equity, diversity and inclusion;
- Provide consultation to the Executive Director on strategic workforce plans, talent management, organizational development, wage and salary administration, benefits, professional development, budget, and employee relations;
- Identify appropriate, effective, and varied external sources for candidates for all levels within the agency;
- Implement comprehensive compensation and benefit plans that are competitive and cost effective for the agency;
- Oversee employee programs promoting a workplace culture that enables employees to perform in accordance with the department's mission, goals and objectives;

- Plan and conduct performance reviews involving feedback from all levels;
- Enhance and/or develop, implement and enforce human resources policies and procedures that will improve the overall operation and effectiveness of the agency;
- Provide advice, guidance and support in the design and establishment of organizational structures and staffing to achieve operational efficiencies through better use of resources;
- Advise administrators, managers and supervisors in the application of sound human resources and human relations principles, including matters of supervision, teamwork, discipline, and performance management;
- Provide guidance to employees and managers in office policies, rules, regulations and procedures to ensure the fair and uniform treatment of all employees;
- Act as a liaison between employees and managers in personnel related areas;
- Respond to urgent employee relations issues;
- Consult with legal counsel, as appropriate, on personnel matters;
- Develop a complaint procedure and serve as an investigator of workplace incidents when appropriate;
- Ensure Commission culture encourages people to feel comfortable speaking up;
- Evaluate human resources structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as providing individuals with professional and personal growth with emphasis on opportunities for individuals;
- Oversee the administration of the Commission's payroll, employee benefits, leave and integrated disability management programs;
- Oversight of employee time records and compensation/benefit information;
- Create and maintain employee files following established legal and policy guidelines.

### **III. OTHER DUTIES AND RESPONSIBILITIES**

- Mediate internal disputes;
- Provide Employee Assistance Program;
- Maintain strong relationships with department managers to help them meet and exceed needs of the departments;
- Specific projects as directed by the Executive Director and the Commission.

### **IV. SUPERVISORY RESPONSIBILITIES**

- Direct daily supervision of personnel may be required.

### **V. KNOWLEDGE AND SKILLS**

- General knowledge of various employment laws and practices, and applicable rules and guidelines covering the Commonwealth of Massachusetts paid leave and benefits, as well as other Commonwealth rules and guidelines;
- Broad knowledge of strategic business management, workforce planning, organizational planning and development, employee and labor relations, professional development, risk management, workers compensation;
- Knowledge of job classification and compensation methods;
- Knowledge of technology and human resource information systems (HR/CMS) to support human resource activities;
- Strong coaching, interpersonal, organizational and writing skills;
- Demonstrated ability to lead and develop human resources staff members;
- Demonstrated ability to serve as a successful participant on the executive management team that provides company leadership and direction;

- Demonstrated ability to interact effectively with senior staff and department heads;
- Evidence of the practice of a high level of confidentiality.

#### **VI. EDUCATION AND EXPERIENCE**

Bachelor's degree in Human Resources or related discipline plus 7 to 10 years of full-time, or equivalent part-time professional experience in human resources, of which 2 years must be in a supervisory or management capacity. Graduate degree in Human Resources or related discipline can be substituted for two years of the above experience. Advanced degree preferred.

**Salary Range:** Commensurate with experience.

#### **Benefits Package:**

The Commission is pleased to offer a comprehensive benefits package to its employees. The specific components and eligibility may vary based upon position classification, hours worked per week and other variables. Therefore, specific benefits for this position may be discussed as part of the interview and offer process.

The Chief People Officer is a management position; as such the successful candidate will be hired as an employee at will. This position is non-civil service. This position is an exempt position.

The overall benefits available include: paid vacation, sick and personal leave time, health, dental and vision insurance through the Commonwealth's Group Insurance, and optional pre-tax Health Savings Account plans.

In addition, the Commission provides employees the opportunity to elect life insurance, long-term disability insurance, deferred compensation savings, tuition remission and pre-tax commuter account plans, along with other programs.

The Commission employees also participate in the Commonwealth's State Retirement Plan, which can become a defined benefit plan for those that both vest and subsequently retire from State service.

Follow this link for additional retirement information:

<http://www.mass.gov/treasury/retirement/state-board-of-retire/>.

#### **Commitment to Diversity:**

The Commission is committed to building a diverse staff across its entire agency and at all levels. The Commission is an equal opportunity/affirmative action employer.

#### **Application Process and Deadline:**

The Commission encourages interested candidates that meet the minimum requirements for experience and skills to apply for this position. Interested candidates should submit a cover letter and resume by e-mail no later than Friday, January 12, 2018. The application package should be submitted to:

[CannabisCommission@state.ma.us](mailto:CannabisCommission@state.ma.us)

Please include the position title in the subject line: Cannabis Control Commission Chief People Officer.

Submissions are due by 5:00 pm (e-mail) on January 12; late submissions may be considered solely at the discretion of the Commission.

**Notice of Required Background Check – Including Tax Compliance:**

The Commission requires a background check on all prospective employees as a condition of employment.

Candidates should be aware of this requirement but should also know that such background check is not initiated until:

1. A candidate is invited to a second or subsequent interview, and
2. The candidate has signed the Background Check Authorization Form and related releases.

This background check includes a Criminal Offender Record Information (CORI) check, Federal IRS and Department of Revenue state tax compliance on all prospective employees as a condition of their employment.

Candidates with advanced degrees and professional licenses may have these credentials verified. Individuals other than those references provided by a candidate may be contacted in the course of completing a full background and qualification check.

Those candidates invited to interview will be contacted by the Commission. Unfortunately, due to the anticipated high volume of applicants for this vacancy, we are unable to provide status updates to specific individuals.

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