

**HAWAIIAN ELECTRIC COMPANY  
POSITION DESCRIPTION**

<b>Position Title:</b>	<b>Vice President, HR and Chief People Strategist</b>
<b>Department:</b>	<b>Human Resources</b>
<b>Reports to:</b>	<b>Chief Executive Officer</b>

<b>Job Code:</b>	VP26
<b>Date:</b>	11/1/2020

<b>FLSA:</b>	E
<b>GRADE</b>	02

**Primary Role/Function**

**Provides leadership for the human resources (HR) functions of the company including compensation, benefits and wellness, labor relations, workers' compensation, talent management and organizational development, leave management, the HR Service Center and HR Client Services. Oversees the formulation, development and implementation of the HR strategies to support the business needs.**

**Job Responsibilities**

- \* 40% Provides leadership and direction for the Human Capital Management Strategy for the Company. Works closely with the CEO. to accomplish the goals and objectives and strategic plan. Works with the Board of Directors, HEI and Board sub-committees on executive succession, DEI, ESG, and HCM issues. Translates the Company's strategic business plans into short- and long-range HR strategic and operational plans and evaluates their effectiveness. Participates in labor relations strategies and union negotiations.
- \* 20% Creates and maintains a leading practice shared services organization, focused on adding value to the business. Keeps abreast of state-of-the-art HR practices of other utilities as well as other industries. Represents the company at various community activities. Is actively involved with community and professional organizations and associations and maintains relationships with other businesses active in the company's areas of operation. Promotes the public relations and business development of the company. Serves as a member of external organizations (i.e.: EEI) and may sit on such committees or boards locally and nationally as appropriate.
- \* 20% Responsible for the growth and profitability of the organization. Participates in the development of the Company's plans and programs as a strategic partner but particularly from the perspective of the impact on recruiting, managing, developing, and optimizing people resources of the company. Evaluates and advises on the impact of new programs and strategies on internal and external customers. Leads HR initiatives that impact business financials to improve financial position (i.e.: pension reform, health and wellness design, compensation and bonus design)
- \* 10% Oversees the HR budget and other financial measures of the Human Resources function. Inputs into HR personnel issues such as Manager performance goals, hiring and development of Director of HR and HR Managers. Participates in
- \* 5% Fulfills other duties as assigned.

\* Denotes a "Fundamental Responsibility"

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## Vice President, HR and Chief People Strategist VP26

### Minimum Qualifications

#### Knowledge Requirements

- Bachelor's degree in human resources, business administration, or equivalent experience.
- Working knowledge of federal and state labor laws.
- Knowledge and experience in working within large organizations,
- Understanding of issues facing the company and industry.
- Working knowledge of federal, state, economic, business and political climates.
- Knowledge of budgeting and forecasting process (including annual Operating Forecast, Capital Budget, ISD budget, etc.)
- Knowledge of Human Resource technologies, including working knowledge of personal computers and/or mainframe systems and related software applications such as: spreadsheets, word-processing, and presentations.

#### Skills Requirements

- Excellent leadership skills and the ability to work with a variety of individuals at all levels in and out of the organization. Ability to provide vision.
- Excellent written, oral, listening, facilitation, collaboration, and platform communication skills.
- Excellent interpersonal skills and the ability to influence and persuade various groups or individuals.
- Ability to handle difficult, confrontational, and/or sensitive issues with professionalism while using empathy, courtesy and discretion.
- Advanced negotiation and presentation skills.
- Able to "think on one's feet" and respond to government, regulatory and customer inquiries in clear, credible and concise terms.
- Ability to build teams, think critically, and manage, motivate and lead employees.
- Demonstrated ability to initiate and manage change.
- Analytical and conceptual skills to assess issues, to recommend and implement proper actions.
- Demonstrated ability to assess, adapt, and effectively react to rapidly changing priorities.

#### Experience Requirements

- Extensive (10+) years of progressive exempt-level experience in human resources, industrial relations or related experience.
- Extensive (8+) years of supervisory experience.
- Human resources or labor relations experience in a collective bargaining environment is preferred.

Requirements are representative of minimum levels of knowledge, skills, and abilities. To perform the position successfully, the incumbent will need to demonstrate the use of these knowledge, skills, and abilities at an "Effective" level.

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**Positions Supervised**

Director, Human Resources  
Executive Assistant  
Financial Administrator

Direction as needed to:

Manager, Organizational Development and Learning  
Manager, Benefits  
Manager, Compensation  
Manager, Workforce Planning  
Manager, Labor Relations  
Manager, HR Client Services

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## Physical Requirements

Only items that are necessary to perform the "fundamental" responsibilities of the position are indicated.

"F" for Frequently: Daily, several times a week, weekly

"O" for Occasionally: Monthly, Couple times a year

F	Standing	O	Lifting/Carrying below 25 lbs.
F	Walking		26 to 50 lbs.
F	Sitting		above 50 lbs.
F	Climbing Ascending or descending ladders, stairs, or other objects.		Vision acuity the ability to see clearly 20 feet or more
	Balancing on narrow, slippery, or erratically moving surfaces.		Color vision the ability to identify and distinguish different colors.
	Stooping, kneeling, crouching, crawling, and/or squatting		Night vision the ability to perform work at night with the use of portable lighting.
F	Handling Working with hands, arms or fingers.	F	Talking
	Feeling Perceiving attributes such as size, shape, temperature or texture.	F	Hearing
F	Ability to follow written/oral instructions		Ability to perform simple, repetitive tasks for an extended period of time
		F	Ability to perform complex and varied tasks for an extended period

## Environmental Conditions

The employee will be exposed to the following environmental conditions in performing the "fundamental" responsibilities of the position.

	Extreme Cold cold temperatures for an hour or more		Working Outdoors may be during prevailing weather/climate conditions
	Extreme Heat warm/hot temperatures for an hour or more		Hazardous Conditions potentially life-threatening situations
	Wetness		Work above 5 feet
	Use of personal protective equipment (hard hats, respirator, leather gloves, rubber glove, safety shoes, nomex clothing)		Work above 70 feet
	Work in emergency/potentially "high stress" situations		Work on mountain trails/cliff sides
	Noise At least 80 decibels		

Job responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities.

Some job requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other individuals.

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