



## HUMAN RESOURCES DIRECTOR JOB DESCRIPTION

### GENERAL SUMMARY:

The Human Resources Director is responsible for managing the operations of the Human Resource department. The HR Director plays a hands-on role in evaluating and improving HR processes including fostering a positive company culture centered on the company mission and core values. The Director oversees and participates in the day-to-day operations of various HR functions including policy and procedure development and updates, management and staff training, disciplinary and termination procedures, leave administration, recruitment and hiring, employee benefits development and management, employee compensation, HRIS/ATS maintenance, and the employee handbook development and updates.

### PRINCIPAL JOB FUNCTIONS:

#### **Human Resources Administration**

- Ensures that employee files and records are maintained in accordance with agency policy and procedures and accreditation standards.
- Partners with agency supervisors to ensure job descriptions are current and accurate for each position.
- Ensures the agency is in compliance with Federal and State Wage and Hour laws, Equal Opportunity Laws, and other federal, state, and local regulations.
- Ensures new staff transition into the agency including review of agency policies, completion of necessary paperwork, and new employee orientations.
- Provide departing staff a transition out of the agency by ensuring an exit survey is distributed and an exit interview is offered and/or conducted.
- Provides oversight of the agency-wide training plan.
- Ensures all employees receive performance reviews.
- Supports the Board of Directors in facilitating the Executive Director's annual review.
- Creates and implements the HR department's quality improvement and annual plans.
- Completes and files ACA, OSHA-300, and EEO-1 reports annually.
- Reviews and updates Employee Handbook to ensure compliance with agency policies, procedures, accreditation standards, and federal and state employment laws.
- Counsels with supervisory staff to assist with disciplinary issues and other related issues.
- Conducts annual wage scale analysis and shares results with management team to ensure best pay practices.
- Serves as investigating officer in employee harassment or grievance complaints.

#### **Personnel Management**

- Identifies most efficient and effective staffing strategy to meet operational and strategic goals for the agency.
- Oversees and/or participates in recruitment, hiring, new hire orientation, and benefits administration.
- Supervises and evaluates performance of designated staff.
- Approves electronic timecards and manages Paid Time Off (PTO) requests.
- Conducts at least monthly staff meetings to review progress, problem solve, develop team and review program standards, and devise new strategies to maximize efficiencies.

### **Employee Benefits**

- Develops strategic partnerships with appropriate benefits advisors, brokers, and related agencies.
- Monitors employee benefits-related contracts to ensure obligations are being met and that timely reporting, accounts payable requests, and renewals are occurring.
- Partners with HR team to assist with questions related to FMLA, military, personal leaves, along with short-term/long-term disability implementation, and workers compensation issues.
- Coordinate employee benefits administration for paid leave, insurance, and retirement plans.

### **Agency Administration**

- Actively participates in Board of Director sub-committees and program and leadership team meetings.
- Coordinates the agency's Health and Safety committee and activities.
- Supports the agency's Risk Management plan and efforts.
- Assists in the development of agency's long-term strategic plan.
- Develops and recommends agency policy, procedures, and guidelines.
- Provides support and leadership to the agency's Performance Quality Improvement (PQI) process.
- Ensures accreditation (COA) standards are implemented and meet best practice guidelines.

### **Revenue maximization, Budget Development and Management**

- Approves program purchases and requirements in accordance with the agency policy and budget.
- Maintains communication and collaborative work with the agency's Business and Finance Director to ensure payroll is accurate and timely.

### **Community Relationships**

- Actively participates in community councils, task forces, and/or events to build and maintain community relationships.
- Promotes Family Service in the community.

### **Agency Involvement and Professional Growth Development**

- Participates in agency committees and activities.
- Demonstrates professional growth and development by staying up to date with state and federal employment laws.
- Attends training seminars related to Human Resource management.
- Maintains membership in local and national Human Resource associations.

### **Interpersonal Relationships**

- Maintains a positive and respectful demeanor in all contacts with clients, visitors, and staff.
- Works to build positive and productive relationships with agency staff.

### **Cultural Sensitivity**

- Embraces and displays sensitivity relative to the cultural and socioeconomic characteristics of the agency's service population.

### **Mission and Core Values**

- Completes work assignments/expectations within the agency's mission of "Helping Families Thrive" and embodies the agency's core values by being family-focused, adaptable, passionate, collaborative, accountable, and preventative.

**Performs other duties as assigned.**

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Strong leadership skills, ability to communicate effectively, strong relationship building ability, along with the desire and ability to create and foster a positive, motivational environment through teamwork. Must be able to exercise a high degree of confidentiality.

EDUCATION AND EXPERIENCE:

BA/BS degree with emphasis in Human Resources and/or Business Administration Management required. Master's degree preferred. Prior HR managerial/supervisory experience in addition to 2-4 years of prior HR Generalist or higher-level experience. Experience with developing HR policies and procedures, conducting wage analysis, conducting performance evaluations, developing job descriptions, and recruitment. Previous HRIS and ATS experience desired. Prior board relations experience helpful.

OTHER CREDENTIALS / CERTIFICATIONS:

SHRM certification desired.

PHYSICAL REQUIREMENTS:

Characterized as medium work requiring exertion of 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or a greater than negligible up to 10 pounds of force constantly to move objects. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.