

Job Description

**Job Title:** Director of Human Resources **Date Revised:** 7/01/2021

**Reports to:** Chief Executive Officer **Job Classification:** Exempt

**Job Summary:** Responsible for overseeing the human resource functions of the agency to include benefits administration, recruiting, performance management, salary management, on-boarding and training. Must perform all interactions with clients and staff in a trauma informed manner; abide by HIPAA and 42CFR confidentiality requirements in all interactions with businesses, family members, friends of clients, and other agencies and the general public; and attend at least two training sessions per year on cultural competency.

**Duties:**

1. Responsible for processing of employee payroll, administration of payroll deductions and completing all payroll reports; Maintains employee sick leave and vacation leave banks
2. Oversee salary administration program to ensure compliance and equity within organization. Conducts wage surveys within labor market to determine competitive wage rates
3. Create and maintain all company policies & procedures; employee handbook, pay policies, and other staff requirements
4. Manage workers compensation program
5. Responsible for all legal requirements ensuring compliance with all Federal and State regulations
6. Mediates employee and supervisor issues across the agency to support a culture of teamwork and communication, including appropriate and consistent rewards and discipline
7. Works collaboratively with management team members to develop, support and create a strong dynamic and effective workforce
8. Serves as internal contact for staff on IT issues and communicates issues regularly with outsourced IT support
9. Assists with agency vehicle licensing annually and/or as needed
10. Collaborate and support internal staff satisfaction programs to support and improve agency practices, employee satisfaction and support agency wide team building efforts
11. Provide structure and support to continually improve cultural diversity effectiveness through training, programming and total organizational structure
12. Administer agency staff training requirements and programs
13. Contract liaison; secure required signatures, make copies, and return as required to other entities and provide copies to internal staff as needed or requested; reviews contracts to ensure agency is meeting requirements regarding background checks, insurance, etc.
14. Maintain human resources information system
15. Manage annual review process and evaluations
16. Perform all recruiting activities; job description creation, advertisement, screen and interview all candidates, maintain applicant tracking data, and ensure fair and equitable hiring practices
17. Schedule and manage new hire orientation to include processing proper background checks and compliance with all Federal & State laws
18. Administration for all health and welfare benefit plans; annual plan review, cost analysis, enrollments, terminations, and all other related maintenance regarding benefit plans
19. Participates as an active member of the Leadership, Management, Residential Manager and Health & Safety Committees. Participates in Board meetings and Board committee meetings as requested
20. Work in conjunction with Scheduling Coordinator to monitor all licenses and certifications of staff; medication aide, first aide, CPR, and other professional designations
21. Develop and maintain the affirmative action plan; EEO-1 compliance other applicable regulations to conform to regulations
22. Create and post OSHA logs as required
23. Manage all staff separations and performance management with employees and supervisors
24. Process and manage turnover reports and organization charts on a monthly basis
25. Attend at least two training sessions per year on cultural competency
26. Member of the Leadership and Management Teams as well as Health and Safety committee; Participates in Residential Manager meetings and Board meetings as requested
27. Performs other duties as assigned by management

**Requirements:** Bachelor’s degree in Human Resources preferred OR equivalent education and experience; 5-7 years Human Resources generalist work experience required; non-profit human services field experience a plus; Excellent time management skills; Advanced computer skills; Thrive in a fast paced, deadline-oriented work environment; Strong multi-tasking skills and strong team member; Strong organizational, detail oriented, interpersonal, written and verbal communication skills a must; Must be at least 21 years old; Valid driver’s license with a good driving record required

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Employee Date

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Supervisor Date