

JOB DESCRIPTION

TITLE: HUMAN RESOURCES DIRECTOR

STATUS: Level V; Exempt

EDUCATION REQUIREMENTS: Bachelor Degree in Human Resources or equivalent HR experience in progressively responsible Human Resources function.

EXPERIENCE REQUIREMENTS: Five years of experience in human resources management

ESSENTIAL CAPABILITIES:

1. Must be able to communicate verbally with co-workers, persons served and the general public.
2. Must be able to communicate in writing utilizing good grammar and clear presentation of data and/or information.
3. Must have good cognitive skills, problem solving skills, analytical skills, and interpersonal skills.
4. Must be able to conduct training presentations (i.e., orientation, benefits open enrollments, departmental training, administrative procedures training for managers, etc.)

COMPETENCY/TRAINING REQUIREMENTS:

1. Must be proficient in the use of computerized word processing, spreadsheets and other office-related computer based software. Database proficiency required.
2. Professional certification courses in Human Resources highly desirable for upward mobility.
3. Supply proof of valid driver's license.
4. Supply proof of vehicle liability insurance.

SUPERVISORY RELATIONSHIPS: This position is supervised by the CEO.

This position supervises the Human Resources Office personnel.

RESPONSIBILITIES AND DUTIES:

1. Maintain confidentiality of all information accessed or processed through the Human Resources Department.
2. Develops and administers various human resources plans and procedures for agency personnel.
3. Plans, organizes and supervises all activities of the department. Responsible for developing departmental goals, objectives and systems.

4. Develops, seeks input from Department Directors, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures.
5. Ensure that all employee personnel records are maintained properly including active and inactive employees, medical-related records (FMLA, LOA, Benefit enrollments, medical claims), Immigration (INS) records, worker's compensation, E-Verify, drug testing records, training records and all other records pertaining to the employment relationship.
6. Act responsibly with purchasing authority, ensuring that expenditures are for agency use and appropriate approval has been obtained prior to purchase.
7. Responsible for appropriate maintenance, retention and confidentiality of all records as required.
8. Responsible for maintaining a system of processing information and paper flow to appropriate departments, such as payroll, CEO, etc. This is required for the following, but not limited to, benefits enrollments & deductions, payroll changes, status changes, eligibility under established guidelines, employment status.
9. Responsible for preparing information, official responses, reports and data, in order to communicate appropriately with outside inquiries regarding employment related matters, such as, but not limited to unemployment claims, subpoenas for records and information, EEO Charges, worker's compensation, etc. Any matters of a legal nature require the approval and involvement of the CEO.
10. Ensure appropriate correspondence with employees regarding documentable changes in status, benefits eligibility, leaves of absence, COBRA notices, FMLA, etc. are distributed accordingly through the HR Department.
11. Ensure appropriate processes are in place for new hire orientations, benefits enrollments, annual open enrollments, 401K meetings, etc.
12. Coordinate with management team regarding administrative responsibilities and required record keeping. Provide training to managers on appropriate paperwork and administrative requirements.
13. Ensure the HR Department maintains a job posting system and employment advertising process to assist department heads in the solicitation of new employees to fill open positions. Assure that all open positions are posted at each facility in a timely manner.
14. Act as a member of the Compliance Committee for the organization to ensure compliance with applicable federal, state, and local laws and regulations.
15. Monitors EEO compliance and preparation of annual EEO report.
16. Supervise the application flow process in a manner supportive to departmental staffing needs throughout the Agency.
17. Supervises information requests from various sources to verify employment, wages, status, and issue such information according to agency policy; receive, distribute and monitor responses for such written verification requests.

18. Supervise HR Support Staff in the annual employee performance evaluation process.
19. Ensure the annual United Way Employee Campaign is conducted appropriately by HR support staff.
20. Ensure Tuition Reimbursement activities are conducted appropriately by HR support staff.
21. Supervise the H.R. Staff in utilization of computerized systems to maintain records, back-up systems and issue reports as requested and routinely as established and as may be modified in the future.
22. Supervises the H. R. Staff in the overall performance of their duties according to accepted practices, policies of operation and administrative requirements.
23. Ensure the HR Department initiates annual review of all Agency job descriptions, orientation checklists and training requirements.
24. Responsible for maintaining a system that will ensure that employees receive and submit documentation as required by state regulations and agency policy including items such as local criminal history, TB test verification, proof of passenger liability insurance, etc.
25. Performs all other related duties as requested and required to ensure departmental efficiency and meet all reporting requirements.
21. Other duties as assigned.

The **Human Resources Director** works under the direct supervision of the CEO who may add to or elaborate on the above as deemed appropriate.

Direct Supervisor Name: _____

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor.

Signature

Date

Printed Name