

Job Description for Human Resources Director

DEPARTMENT: HUMAN RESOURCES DEPARTMENT

SUPERVISOR: CHIEF HUMAN RESOURCES OFFICER

CLASSIFICATION: SALARIED/EXEMPT

JOB SUMMARY

The Human Resource Director will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organization's mission and talent strategy.

DUTIES/RESPONSIBILITIES

- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention
- Plans, assigns, and directs work; appraises performance; rewards and takes corrective action for employees; addresses complaints and resolves problems
- Establishes and manages departmental budget, goals, objectives, and policies
- Will ensure that the applicant pool from which the hiring selection is made has been established without regard to race, sex, color, national origin, disability, age, or religion
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management
- Facilitates professional development and training for current and upcoming leaders
- Ensures compliance of all personnel policies, procedures and Employee Handbook
- Responsible for employee relations, counseling, corrective actions, terminations, grievance and harassment issues
- Ensures compliance with all State and Federal laws and regulations, including Drug and Alcohol policies and testing
- Ensures all personnel records are maintained and required reports are made available
- Directly supervises, interviews, hires, and trains HR employees Oversees job postings and hiring for all employees
- Responsible for supporting a culture of collaboration and teamwork Prepare, distribute and maintain employee benefit materials inclusive of but not limited to Health, Life & Disability, Dental Insurance, Vision Insurance, Flex Spending/Dependent Care and other benefit plans offered
- Enroll employees for benefits and field questions and assist employees with claim issues
- Participate in health insurance renewal
- Maintain and process monthly billing for all benefit plans
- All other duties as assigned.

PHYSICAL REQUIREMENTS

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times

REQUIRED SKILLS/ ABILITIES

- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills.
- Excellent organizational skills and attention to detail.

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- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Thorough knowledge of employment-related laws and regulations.
- Ability to adapt to the needs of the agency.
- Ability to prioritize tasks and delegate when necessary.
- Knowledge of and experience with varied human resource information systems.
- Proficient with Microsoft Office Suite or related software.

EDUCATION AND EXPERIENCE

- Bachelor's Degree preferred
- 5-7 years' experience in related field required
- Minimum of 3-5 years leadership experience

The above job description has been explained to me and a copy provided to me. I understand and agree to perform the assigned responsibilities as described.

Employee Name

Employee Signature

Date