



JOB POSTING

Date Posted: 09/22/2021	Date Expires: 09/29/2021
Position title: Human Resources Director	Reports to: Human Resources V.P.
Department: Human Resources	Status: Full time
Position type: Sr. Staff	Relevant work experience: 6+ Years

Position summary: The human resources director is directly responsible for the overall administration, coordination and evaluation of the human resource function, which includes but is not limited to: organizational development, leadership development, employee engagement, diversity, retention and employee on-boarding.

Essential Duties:

- Develops and administers various human resources plans and procedure for all company personnel.
- Supports management by providing human resources direction, advice and counsel.
- Ensure legal compliance by monitoring and implementing applicable federal and state laws, conducting investigations and maintaining records, including any related to the Equal Employment Opportunity (EEO), the American with Disability Act (ADA), the Family and Medical Leave Act (FMLA), the Department of Labor, worker's compensation, the Occupational Safety and Health Administration (OSHA).
- Develops, recommends and implements personnel policies and procedures, prepares and maintains handbook on policies and procedures, conducts an annual re-evaluation of policies.
- Performs benefits administration to include claims resolution, change reporting, approval of vendor invoices.
- Plans and coordinates with brokers for health benefits open enrollment, reviews health benefit options to determine the best plans for the organization.
- Conducts recruitment effort for all exempt and non-exempt personnel, temporary employees; responsible for internal and external posting. Responsible for on-boarding for new employees.
- Oversee organizational development and leadership development plans for all staff.
- Provides employee relations guidance for supervisors/managers, assist with performance management documentation.
- Establishes and maintains department records and reports.
- Responsible for safety and worker's compensation administration.
- Responsible for the administration of performance evaluations and merit process for nonexempt and exempt employees.
- Engages in organizations strategic planning and management with leadership team.
- Maintains and updates job descriptions as needed.
- Directs and manages the human resources departments services and activities.
- Oversees the human resources staff and ensures that all functions are performed on a time and efficient basis.
- Consults with legal counsel as appropriate, or as directed by the CEO, on personnel matters.
- Participates on committees and special projects as required.
- Works to promote and support diversity, inclusion and equity at all levels in the organization.

Qualifications and Experience:

- Must be fully vaccinated against COVID-19. Requests for reasonable accommodation will be considered on a case-by-case basis if the applicant cannot be vaccinated based on a protected characteristic, a disability or due to sincerely held religious beliefs or practices.
- Bachelor's degree required
- SPHR/PHR, SHRM-SCP/SHRM-CP preferred
- 7+ years Human Resources General experience required
- Previous experience working in a nonprofit or public agency a plus
- Extensive knowledge of city, state and federal law
- Must have the ability to build rapport and trusting relationships with all levels of the organization
- Strong communication and interpersonal skills, as well as a proactive approach when working with others
- The ability to handle confidential and time-sensitive information

- The ability to balance multiple priorities in a fast-paced environment without sacrificing strong attention to detail

If you are interested in applying for this position, please complete the internal application form and submit to Human Resources along with a copy of your resume.