

JOB DESCRIPTION

JOB TITLE: Director of HR	JOB NUMBER: STATUS: EXEMPT JOB GRADE: IX	APPROVED:
Requirements: Special Training or Background Experience (Amount and Type) Bachelor's degree, and/or Master's degree required ; Professional in Human Resources (PHR), or the Senior Professional in Human Resources (SPHR) certification preferred; Previous progressively responsible 5+ years of experience as a professional Human Resources Generalist / or related position with management experience. An articulate professional who can relate to people at all levels of an organization and possesses excellent communication skills, analytical and project management skills; Proficient in Microsoft Office Suite utilization skills; Demonstrated leadership, decision making and effective problem solving skills; Demonstrated knowledge and application of laws and regulations governing personnel management. Excellent oral/written communication skills.		
General Job Description: Provides leadership in the human resources department. The position is responsible for managing, directing and performing human resources department work and implementing, overseeing and providing reports/analysis of various human resource programs and initiatives. Participates and supports all Human Resource functions within the Agency in accordance with CARF, local/government industry standards, regulatory requirements and the Agency objectives and policies.		
Duties: List the principle duties of this job. Also, describe any special circumstances, requirements or responsibilities that are important in evaluating this job.		
<ol style="list-style-type: none">1. Leads the development and implementation of human resources plans designed to support HR success and the desired culture of the organization. Measures effectiveness of all processes and provides accurate and complete reports on recruitment, benefits, turnover, etc.2. Supervisors, manages and administers assigned functions, such as recruitment, classification review, compensation studies, employment analysis, safety/risk management, leave and benefits administration.3. Collects and analyzes data.4. Tracks trends and developments in assigned functional areas.5. Conducts studies, performs research and prepares reports.6. Reviews, interprets and recommends policies.7. Participates in working groups, tasks force and committees (safety, HR Committee, Acts as an HR Generalist to handle all general HR functions),8. Works with Quality Department to ensure compliance with rules and regulations.9. Handles Risk Management, Benefits/Compensation, Safety and credentialing.10. Manages special projects including internship, staffing development and employee recognition program.11. Works with Quality and Compliance staff to train employees on various topics.12. Collaborates with management team to plan and implement staff development strategies and processes; leads assessment of staff development needs as it relates to the Agency growth objectives;13. Oversees all human resources functions including: recruitment, employment, training, policy development, benefits, safety, assures regulatory compliance and facilitates the Human Resource Committee of the Board.		

Supervises, mentors and manages performance of assigned staff.

14. Responsible for maintenance of administrative HR policies, review and update process, and the manual, as it relates to the CARF and other accreditation requirements.
15. Performs duties related to employee relations. Coordinates with external counsel/Chief Executive Officer / CFAO on any litigation/key issues involving employees. Guides management team in the application of the corrective action and grievance processes.
16. Establishes standards for retention of records and conducts routine audits of same to ensure compliance with EEOC, FMLA, ERISA, USERRA (Uniform Services Employment and Reemployment Act).
17. Coordinates and handles employee performance management processes and procedures
18. Participates/ facilitates the Committees and meetings as assigned.
19. Performs other duties as assigned.

CORE COMPETENCIES:

Leading and/or Managing Change - The ability to demonstrate support for innovation and for organizational changes needed to improve the organization's effectiveness; initiating, sponsoring, and implementing organizational change; helping others to successfully manage organizational change. Uses Creativity and Innovation, External Awareness, Flexibility, Resilience, and Strategic Thinking

Leading People - Helps employees to develop a clear understanding of what they will need to do differently, as a result of changes in the organization. The ability to lead people toward meeting the program goals, as well as understand how to help employees understand their role in helping to meet the organization's vision, mission, and goals. facilitates cooperation and teamwork, and supports constructive resolution of conflicts. Uses Conflict Management, development of others, and team building.

Results Driven - ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks. Uses Accountability, Customer Service, Decisiveness and Analytical skills

Business Acumen - The ability to manage human capital, understand financial and/or budget information and information resources strategically.

Building Coalition - the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations to achieve common program goals. Uses Partnering, influencing/negotiating

Knowledge, skills and abilities required in the job: List primary knowledge, skills and abilities required.

1. Human Resources Capacity including EEOC, COBRA, FMLA, Worker's Comp, ADA, and FLSA.
2. Problem Solving/Analysis.
3. Project Management.
4. Ability to develop and conduct presentations.
5. Technical Capacity.
6. Collaboration Skills and initiative
7. Proficiency in HR Software preferably Bamboo Systems and Applicant Tracking Software
8. Proficiency in all Microsoft Office Suite Products including Word, Excel, PowerPoint, and Publisher
9. Knowledge of applicable HR law and regulations governing the HR functions.

10. Ability to work under time constraints and stressful situations.
11. Skill in counseling employees and ability to interact tactfully.
12. Ability to identify and evaluate needs and develop and implement policies, procedures and programs.
13. Skilled in using Ms Office, HRIS database, and other systems,
14. Independent planning, organizing, and implementation skills
15. Making decisions and judgment relating to assigned projects and other responsibilities;
16. Sound analytical decision-making processes and approaches;
17. Communicating effectively, verbally and in writing, with a diverse range of audiences and settings;
18. Preparing clear, concise, thorough, meaningful and grammatically correct written communication.

Supervision: Title of immediate supervisor of employee holding this job:

Chief Operating Officer and Finance Officer (COO/CFO)

	L/N	Mod.	Cons.	Great
Responsibility:				
Contact with employees in and outside of the agency				X
Contact with people in the community			X	
Handling of confidential information				X
Judgement and analytical ability required				X
Initiative and ingenuity required				X
Report/writing skills				X

Key: L/N = Limited or None <20%; Mod. = Moderate 40%; Cons. = Considerable 60%; Great 80%+

Additional Narrative:

PHYSICAL REQUIREMENTS:

The physical demands describe what must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit at a computer terminal, use hands and arms to reach, finger, handle, or feel, and finger dexterity necessary to operate office equipment used in the position.

The employee is required to talk, see, and hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. There is some standing, walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Ability to travel and attend meetings away from regular work site may be required.

Subject to lifting up to 10 pounds; standing, bending, stooping and reaching or sitting for work day hours periods, continuous contact with monitors and noise from communications and office equipment.

Headsets have suppressors to protect ears from feedback; fully adjustable ergonomic chairs; adjustable workstations have a variety of lighting according to individual preference; wrist rest, footrest, and non-glare computer screen.