

Title: Human Resources Director
Reports To: Executive Director
FLSA Status: Exempt
Pay Grade: \$70,000 (negotiable)

Job Description Updated:

JOB SUMMARY:

The Human Resources (HR) Director is responsible for directing and managing the human resource function including the development of policies and programs, performance management, employee relation, employee orientation and training, risk management, personnel, benefit administration and compliance with state and federal human resource laws and regulations.

ESSENTIAL JOB DUTIES AND FUNCTIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Employee Recruitment, Staffing and Retention

- Supports recruitment activities for all OWBC programs including collecting and screening resumes and applications, interviewing applicants and conducting pre-employment background checks and reference checks.
- Facilitates new hire orientation, conducts on-boarding of all new hires
- Develops, reviews and updates agency job descriptions
- Coordinates and conducts training for management and other staff in areas of interviewing, hiring, terminations, performance management, compliance, and sexual harassment to minimize risk to the organization.
- Maintains personnel files by collecting, recording and processing required documentation

Compensation and Benefits

- Oversees benefits and compensation policies,
- Provide information to broker for benefit renewals, coordinating open enrollment meetings and processing employee enrollments and terminations.
- Assists employees with questions regarding benefits and serves as a liaison between employees and insurance carriers.
- Manages all unemployment claims and represents agency at hearings.

Employee Relations

- Monitors completion of performance evaluations and reviews
- Reviews terminations and disciplinary actions, investigations, and employee relations decisions for consistency, risk and completeness; consults with legal counsel regarding terminations as appropriate.
- Tracks and submits employee injury claims and ensures Federal OSHA recordkeeping requirements are met.

Policies and Procedures

- Plans, develops, reviews, updates and implements HR best practices, policies and procedures; communicates changes to Board for approval and distributes amendments to employees.
- Assists in the interpretation and application of HR policies and procedures and responds to employee inquiries regarding policies and procedures.

Legal and Regulatory Compliance

Ensures legal compliance with federal and state laws and regulatory requirements including ADA, ADEA, COBRA, FMLA, FLSA, HIPAA, OSHA, and Title VII of the Civil Rights Act of 1964.

SUPERVISORY RESPONSIBILITIES:

This position has supervisory responsibilities in which the benefits coordinator will report to.

JOB REQUIREMENTS:

Education and Experience Requirements

- Bachelor's degree from an accredited college or university in Human Resources, Organizational Development, Business and a minimum of five (5) years of experience in HR or a related field. Master's degree preferred.
- Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification preferred.
- Experience working in a variety of HR functions including employment law, workforce planning, staffing and recruitment, performance management, safety, policy development, employee relations, training and development, compensation and benefit administration and personnel management.
- Demonstrated human resources experience working in a non-profit or social service organization preferred.

Other Requirements

- Must successfully complete a pre-employment criminal background check, drug test and motor vehicle records check.
- Must be at least 21 years of age, have a valid Class 'C' Texas Driver's License with an acceptable driving record and have access to a reliable vehicle with current vehicle liability insurance; must be willing to travel within service area.
- Must be able to work Monday through Friday between the hours of 8:00am-5:00pm. Schedules may vary based on business needs.

Knowledge, Skills and Abilities

- Knowledge of human resource principles, techniques and procedures, as well as strategies to assess and resolve human resource issues.
- Working knowledge of computers and intermediate to advanced skills in Microsoft Office (Word, Excel, Outlook); able to operate office machines such as fax, scanner, printer, copier, and telephone.
- Proven conflict resolution skills with comprehensive consultative, partnering, facilitating, and influencing/negotiating skills.
- Effective communication skills with an ability to communicate clearly and concisely, both verbally and in writing, with persons from varied ethnic, socioeconomic, educational and cultural backgrounds.
- Ability to work independently, with minimal supervision, and plan, organize, and manage multiple priorities.
- Ability to meet deadlines and work effectively under pressure in a fast-paced work environment with constant interruptions.
- Ability to work well in a team environment, collaborating with others to accomplish business objectives.
- Ability to maintain effective working relationships with agency staff, management, and others encountered in the course of work.
- Ability to deal with frequent change, delays or unexpected events and adapt to changes accordingly.

TRAVEL:

Travel to and from various sites throughout the OWBC service area takes place on a frequent basis. Occasional out-of-state and overnight travel may be required.

PHYSICAL DEMANDS:

The employee is regularly required to stand, sit, talk, hear, see, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms.

WORKING CONDITIONS:

General office environment in which there is minimal exposure to unpleasant and/or hazardous working conditions. Employee must be able to function in an environment with constant interruptions.