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| Job Title: | **Human Resources Director** |
| Department: | **Administration** |
| Reports to: | **Executive Director** |
| Grade: | **D** |
| Supervises: | **Administrative Assistant, Reception Coordinator** |
| FLSA Status: | **Exempt** |
| Prepared by: | **Betsy Rees** |
| Date: | **July 17, 2020** |
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| Purpose:The Human Resources Director provides support to all agency departments and employees in achieving the agency mission and departmental/programmatic plans, objectives, and requirements.  |
| Essential Functions:* Maintain working knowledge of all federal and state employment laws, as well as various funding source personnel requirements.
* Research available employee benefits, select options for employees with the Controller and Executive Director, communicate to employees, oversee open enrollment periods, and process requirements for eligible employees.
* Complete and maintain all required state and federal reports related to the agency and employees.
* Ensure employee files are current and up to date.
* Database management for all employees in HRIS. Coordinate system needs with Accounting Manager.
* As needed, but at least yearly, review of Personnel Policies with the Executive Director and Board of Directors Personnel Committee.
* Work with key staff to promote and continue overall agency cohesiveness and philosophy, and coordination of programming and flow of information.
* Co-Chair the Employee Connections Committee to shape the agency culture and monitor employee morale.
* Maintain and provide training on the Supervisors’ Manual.
* Maintain confidentiality related to all personnel and agency business.
* Interface with the Board of Directors providing monthly minutes and support as needed by the Executive Director.
* Conduct wage analysis as needed. Propose changes to the Executive Director, Controller, and department directors.
* Analyze, develop, and maintain a pay scale structure.
* Provide training in the history and philosophy of Community Action.
* Leads the implementation of the [performance management system](http://humanresources.about.com/od/performancemanagement/a/perfmgmt.htm), including training of new supervisors, monitoring of [performance evaluation completion,](http://humanresources.about.com/cs/perfmeasurement/a/pdp.htm)  and supervisor support.
* Partners with management to communicate human resources policies, procedures, programs, and laws.
* Coaches and trains managers in their communication, [feedback](http://humanresources.about.com/cs/communication/ht/Feedbackimpact.htm), [recognition](http://humanresources.about.com/od/rewardrecognition/a/recognition_tip.htm), and interaction responsibilities with the employees who report to them.
* Conducts investigations when employee complaints or concerns are brought forth.
* Participates in Agency Strategic Planning. Provides leadership and result tracking, as necessary.
* Ongoing personal development through professional organizations and trainings.
* Participates and contributes to monthly Senior Leadership and Management (SLAM) meetings and other management meetings as scheduled.
* Supervises the Administrative Assistant and Reception Coordinator.
* Monitors FMLA employee statuses.
* Works closely with the Executive Director, department directors, and key staff to promote and continue overall agency cohesiveness, philosophy, and coordination of programming and flow of information.
* Performs other incidental and related duties as required and assigned.
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| Position Objectives:* To develop an employee-oriented agency culture that emphasizes quality, continuous improvement, key [employee retention](http://humanresources.about.com/od/retention/a/more_retention.htm) and development, and high performance.
* To ensure compliance with all state and federal employment laws.
* To represent NMCAA in a professional, supportive, and knowledgeable manner.
* To be a dual advocate for both the employer and employee.
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| **Measured by:*** The aligning of NCMAA policies with federal and state employment laws to ensure the workplace is a safe environment that has all the necessary support for productive relationships.
* Regular employment file audits and wage surveys to assess the equity of compensation practices.
* Modeling behaviors and actions that give employees assurance that the company is committed to fair employment practices.
* Cooperation with and feedback from co-workers and management.
* Professional representation of the agency.
* Efficiently servicing employees.
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| **Minimum Education:*** A bachelor’s degree or equivalent in human resources or related field.
* HRCI Senior Professional in Human Resources (SPHR) and/or SHRM Senior Certified.
* Professional (SHRM-SCP) certification preferred.
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| **Minimum Experience:*** Five years’ experience in administration and human resources field.
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| **Essential Abilities:*** A commitment to the NMCAA philosophy and mission.
* Ability to maintain confidentiality.
* Ability to interact positively with co-workers and management in a non-judgmental, tactful, and courteous manner.
* Ability to suggest innovative approaches in completing job responsibilities.
* Ability to work openly and cooperatively as a team member.
* Ability to perform physical tasks to carry out specific job duties.
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| **Minimum Skills Required:*** Effective interpersonal, written, and verbal communication skills.
* Ethical conduct
* Strategic thinking
* Leadership
* Decision making
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| **Minimum Physical Expectations:*** Physical activity that always requires keyboarding, sitting, phone work and filing.
* Physical activity that always requires extensive time working on a computer.
* Physical activity that sometimes requires travel by car and/or air.
* Physical activity that often requires lifting under 25 lbs.
* Physical activity that often requires bending, stooping, reaching, climbing, kneeling, and/or twisting to access employee files and records.
* Physical activity that sometimes requires lifting over 25 lbs. but not more than 50 lbs.
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| **Minimum Environmental Expectations:**The Human Resources Director position operates in an office setting. This role routinely uses standard office equipment, such as computers, phones, photocopiers, filing cabinets and fax machines.   |