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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. | |
| 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. | |
| **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. | |
| **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. | |
| **Minimum Experience:**   * Five years’ experience in administration and human resources field. | |
| **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. | |
| **Minimum Skills Required:**   * Effective interpersonal, written, and verbal communication skills. * Ethical conduct * Strategic thinking * Leadership * Decision making | |
| **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. | |
| **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. | |