

JOB DESCRIPTION FOR HUMAN RESOURCES DIRECTOR

Full-Time (exempt)

I. GENERAL DESCRIPTION

The Human Resources Director will be responsible for managing and providing guidance on all HR activities including employee/labor relations, staffing, compensation, workers compensation, personnel policies and procedures, benefits, risk management, labor law compliance, employment procedures, new employee orientation and supervisory training, in regards to HR Policies and Procedures.

II. QUALIFICATIONS AND COMPETENCIES

- Bachelors in Human Resources Management, Business Administration or related field. SHRM certification preferred.
- 5-7 years' work experience in Human Resources Management.
- Excellent oral and written communication skills. Ability to operate Microsoft applications SAP, SAGE, and Child Plus software, preferred.
- Strong interpersonal abilities, including ability to get along with diverse personalities.
- Knowledgeable in state and federal employment laws. .
- Ongoing reflective supervision and professional development of staff members; conflict resolution and strong listening and communicating skills; group facilitation skills;
- Technology: Uses of technology to effectively manage data and information.

III. PERSONAL QUALIFICATIONS

The Human Resources Director must be a person with high moral standards and possess a commitment toward maintaining these standards as a model for staff and participating families. Must be a self-starter with the ability to work unsupervised; yet be willing to accept supervision and direction. Communication skills and sound decision-making practices are necessary. Tact and the ability to work positively with others are required qualities. The Human Resource Director must be able to maintain a quality department.

HUMAN RESOURCES DIRECTOR

Must possess valid Texas Driver License and be insurable by the agency's insurance company. Must be willing to travel.

IV. **SPECIFIC AREAS OF RESPONSIBILITY**

- Enters, updates, and/or retrieves information from various automated, human resource systems.
- Ensures that all processes comply with policies and procedures of Tri-County, federal and state law.
- Oversee the development and implementation of human resource policies, systems and services that include, recruitment, selection, retention, performance management, (employee performance reviews, performance improvement plans), employee relations, employment practices and procedures, compensation, employee benefits and legal compliance.
- Conduct a wage comparability study that will relate to Tri-County's fiscal year and can be used as an analysis tool to provide a competitive wage structure.
- Oversee hiring process, including internal and external postings, interview process, employee references, selection, employment offers and reporting requirements.
- Oversee new hire orientation.
- Ensure new hire information is entered into HR systems accurately and promptly, and termination processes are completed in a timely manner.
- Serve as Workman's Compensation Representative for Tri-County Community Action, Inc. Must report all injuries to agency provider, if necessary, maintain all injuries in a secured location. Assist supervisors and employee with workman compensation processes.
- Maintain all FMLA files for the agency. Update FMLA tracking and contact supervisors and employees with updates as they occur.
- Oversee tracking of employee Physical Exams, TB screenings, Employee Performance, PDP's, Background Checks, FBI Checks, and Education requirements, and make sure they are in compliance with Tri-County's Pre-Hire Process and employment practices.
- Develop relationship with Health Manager to ensure all reoccurring TB's are completed in a timely manner.
- Must work with the Executive Director Team closely.

HUMAN RESOURCES DIRECTOR

- Administer and maintain policies and procedures that promote the recruitment, development, and retention of a qualified and motivate workforce.
- Assist with addressing employee complaints and resolutions.
- Maintain continuous communication with Executive Director, and keep them informed of all risk management issues as they arise.
- Network with HR professionals to stay abreast of effective systems for today's leading organizations.
- Serve as EEO officer for Tri-County Community Action, Inc., by implementing EEO training as needed or required, receiving EEO issues or complaints as they arise and completing internal investigation of complaints as needed.
- Maintain Administration Organizational chart.
- Ensure that all employees are made aware of their benefits and their rights in accessing them.
- Provide assistance in helping employees understand benefit provisions and their role in the process.
- Work with Personnel Committee to create effective policies and procedures that will represent the image of Tri-County Community Action, Inc.
- Make recommendations for in-house implementation of a career ladder at Tri-County Community Action, Inc.
- Participate in agency planning meetings, including organizational structure, job design, and employment forecasting throughout the agency.
- Propose, develop, revise, and administer Personnel Policies in partnership with the Executive Director. Update and revise employee handbook as needed.
- Provide direction, and training to employees on personnel policies and procedures, employment laws, recruitment and selection, and FMLA guidelines. The Human Resources Director, acts as the agency's Risk Manager as it pertains to HR and Employment law. Ensures that the HR Department is compliant with all funding source requirements.

- All other duties as assigned by Executive Director.

VI. SUPERVISORY DUTIES

Updated 8/21/2020

HUMAN RESOURCES DIRECTOR

Human Resources Assistant

VII. IMMEDIATE SUPERVISOR

Executive Director

EMPLOYEE SIGNATURE: _____

DATE: _____

WITNESS SIGNATURE: _____

DATE: _____

COPY RECEIVED BY: _____

DATE: _____

Updated May 18, 2015
Last Revised on 08/02/2013