

## **JOB DESCRIPTION**

**Job Title:** Director of Human Resources

**Department:** Administration

**Reports to:** Executive Director

**FLSA Status:** Exempt

This position is directly responsible for implementing and furthering a strategic approach to attracting and hiring top talent to the organization, retaining critical employees in key positions, training staff at all levels of the organization as a means of improving mission effectiveness, initiating wage structures and benefits packages improvements and adjustments that consider employee needs and current trends, and ensuring the mission of the organization can be carried out by the Alpha team on a daily basis.

The Director is responsible for overall administration, coordination and evaluation of the human resource function including: recruitment, hiring, compensation, benefits, training, and employee relations. The Director is also responsible for maintaining compliance with employment laws and advising members of the management team of changing laws policies and practices. This position will work with the Board of Directors as well.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Report to the Executive Director regarding job description, specific duties and matters of personnel policy related to own employment.
- Be familiar with all Alpha Resource Center policies and procedures.
- Maintain effective human resource department policies and procedures.
- Promote a safe and healthy work environment
- Actively participate as member of the Management Team.
- Introduce HR strategy at the Board level and work with a Compensation and Staffing Committee

### **RECRUITMENT and HIRING**

- Ensure adequate personnel within the approved staffing census.
- Ensure legal compliance in recruitment of needed staff and assist managers in advertising for job openings.
- Ensure hiring procedures are followed, including application review, reference checks, standardized interviews and communication with applicants regarding an offer or decline of employment.
- Ensure new-hire paperwork is completed in a timely fashion, including;

1. background clearances (as necessary);
2. health insurance enrollment;
3. orientation and training is scheduled;
4. ensure personnel handbook is reviewed;
5. provide new hire with job description and wage disclosure;
6. provide information regarding injury prevention and other practices;
7. enrollment in 401k program as appropriate.

### **EMPLOYEE MANAGEMENT**

- Ensure compliance with Alpha personnel policies by all managers and supervisors.
- Ensure job descriptions are up-to-date as needed.
- Maintain Employee Personnel Files.
- Maintain Employee database.
- Ensure compliance with time and pay policies.
- Ensure compliance with procedures for leave management (sick, vacation, personal time off, holidays) by managers and supervisors.
- Develop and Maintain up-to-date documentation of changes in employee personnel status.
- Maintain benefit management database, reporting and communication with enrolled insurance participants.
- Maintain 401k plan documents, reporting requirements are met, process loan approvals and distribution of required communication with plan participants.
- Manage employees on leaves of absences; including, but not limited to maternity, worker's compensation, medical and family leaves.
- Ensure compliance with work-related injury reporting, including claims follow-up.
- Ensure safety training is provided in a timely and effective manner and safety procedures are followed at all Alpha Resource Center properties or community settings.
- Ensure employee performance evaluations are completed in a timely fashion.
- Ensures promotions are consistent with budget plan.
- Ensure legal compliance with all employment separations including payment of final wages, eligibility for continuation of benefits and return of property.

### **MANAGEMENT TEAM**

- Work with the Board of Director's Compensation and Staffing Committee
- Participate as member of the Executive Management Team.
- Maintain HR Budget and ensure compliance with planned staffing structure.
- Assist Director of Finance and Operations in the preparation of the annual HR Budget.
- Recommends and implements approved personnel policies and procedures.
- Prepares and maintains personnel procedures.
- Keeps the management team abreast of changes in labor laws and personnel practices.

- Keeps the management team abreast of internal trends that need attention, e.g., turn-over, absenteeism etc.
- Provides assistance and training to managers and supervisors in effective staff management strategies.
- Other duties as assigned

## **SUPERVISORY RESPONSIBILITIES**

HR Assistant

## **HOURS OF WORK**

Work hours will be fixed per the demands of the department. Regular attendance, punctuality and diligent work performance are expected and required.

Attendance at departmental meetings and general staff meetings is expected.

## **QUALIFICATIONS**

The employee must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Appropriate training will be provided where necessary, and specific assistance in refreshing the employee in those areas where appropriate.

Eligible to work in the United States

Valid CA driver license, reliable personal vehicle with evidence of insurance

Demonstrated ability to communicate effectively orally and in writing

Demonstrated interpersonal skills

Demonstrated ability to build and maintain an effective human resources department

Demonstrated ability to be organized, proactive, and results driven

Ability to safeguard confidential information obtained during employment

Ability to work both individually and as a team member and prioritize work

Must be able to establish rapport and communicate with clients of diverse cultural, educational and mental and physical ability

## **EDUCATION and/or EXPERIENCE**

Bachelor's degree and 5 years of experience in a position of responsibility in full- service human resource management. HR certification desirable but not required.

## **LANGUAGE SKILLS**

The ability to read and speak English clearly is mandatory. The ability to communicate information to other employees, clients, as well as management in a clear and concise manner is essential.

## **REASONING ABILITY**

Employee is able to apply common sense understanding to carry out instructions, either written, oral, or diagram form. Must possess the ability to deal with problems involving several variables in any

standardized situation. Must be able to prioritize tasks and activities in a manner consistent with direction from supervisor.

**PHYSICAL DEMANDS**

The employee must have the upper body strength to be able to safely lift and/or move up to 35 lbs. Employee must be able to bend, squat, push, pull and climb stairs.

The employee is regularly required to sit, talk, and hear. The employee frequently is required to use hands to handle or feel equipment, paper, or files. The employee must be able to operate a computer keyboard as well as see a computer monitor display screen. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision.

This position requires the manual dexterity and adequate vision to read written materials, enter data into a computer, adequate hearing and verbal communication skills to conduct conversations (in person or on the telephone) and interact with staff and others to perform duties.

**WORK ENVIRONMENT**

The work environment would be generally described as an office setting. Occasional trips off-site to other company locations are required. The ability to move within all of these areas is required in the execution of the employee’s functional activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and the illumination of the work area is primarily with fluorescent artificial lighting.

EMPLOYEE PRINT NAME	SIGNATURE	DATE
SUPERVISOR PRINT NAME	SIGNATURE	DATE

*Employment is by mutual agreement of the employer and employee. Employment may be terminated with or without cause and notice, at either the option of the employee or employer. Employer and employee further agree that no manager, supervisor or employee of Alpha Resource Center of Santa Barbara has the authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will.*