

Human Resources Director

I. INTRODUCTION

This position is for a Human Resources Specialist responsible for maintaining adequate staff structure by overseeing the employment and recruitment of qualified personnel depicted in the Vortex Endurance Youth Outreach organizational structure. The duties will consist of Budgeting, Records Management, Administrative duties and the Training and Development for each department. A thorough knowledge of Financial Management, Pay and Benefits Management, Employment Laws, and Performance Evaluation Management is critical.

II. MAJOR DUTIES

Administers, coordinates, and manages employee staff of Vortex Endurance Youth Outreach Organization. Prepares financial summary reports, processes monthly invoices, develops and manages recruitment programs, employee payroll and benefits and oversees employee performance.

Analyzes and conduct extensive background research for applicants. Facilitate the interview, selection and hiring process. Performs trend analysis across each program in order to ensure foundational and required Knowledge, Skills and Attitudes (KSA) are current and diverse among employees. Identify and monitor employee training and certification sustainment and all costs associated.

Examines invoices for accuracy, adequacy of documentation and ensure compliance with company policy and regulations. Prepare recurring reports on account balances and status of funds. Maintains the budget training records, purchase receipts, training and certification sustainment expenses and other fiscal supporting documentation.

Advises the office personnel on the mechanics of proper correspondence format, procedures and routing for all invoices, recruitment programs and employee evaluation performance assessments. Review all incoming correspondence and prepare endorsement correspondence for correct spelling, grammatical errors, format, factual correctness and accuracy of replies or inquiries. Composes and types a variety of correspondence including reports, letters, briefs, messages, endorsements, official company correspondence, and forms and ensures proper format and grammatical accuracy. Provides instructions and regulations to office personnel.

Coordinates and completes various projects and assignments. Establishes priorities, methods and procedures to ensure that assignments are accomplished in accordance with the prescribed time frames. Resolves problems on own initiative, by referring to cognizant staff members, or by bringing the matter to the supervisor's attention when necessary.

The incumbent is responsible for the timely preparation and submission of recurring special reports which are mostly submitted in narrative and excel spreadsheet form. In most instances, the incumbent consolidates information submitted from subordinate departments, making deletions or rephrasing as appropriate, and submits a final report to the Chief Operations Officer for signature.

Responsible for disseminating information, transmits instructions and informs office personnel and employees on basic policies. Maintains serialized log of outgoing correspondence. Maintains a 30 day tickler system of recurring reports, on-going projects, etc. Monitors the reporting requirements to ensure timely report submission and reports any problems of submissions to the supervisor.

Works in collaboration with each program manager and provides and enforces managerial oversight to include measures to assess the performance of program leads and instructor staff. Facilitates individual and team collective knowledge and skills testing and evaluation. Maintains training and certification records for each employees and ensures each employee is current on all required qualifications of each position.

III. FACTORS:

KNOWLEDGE REQUIRED BY THE POSITION:

Knowledge of the basic principles, concepts, and methodology of the duties, priorities, commitments, and program goals of Vortex Endurance Youth Outreach. Performs non routine assignments such as summarizing information from files and documents with this requires recognizing which information is or is not relevant to the problem at hand.

Knowledge of policies and methods, and procedures to human resources and management. Skill in applying conventional methods used to gather, compile, and assess information (e.g., budget data, payroll and performance evaluation) draw conclusions, and recommend appropriate action.

Knowledge of bookkeeping and basic human resourcing and accounting technology as it relates to budget administration and accounting procedures. Knowledge of various financial codes and procedures to ensure obligations and expenditures are properly recorded and to initiate various correction transactions into the accounting system records.

Knowledge of the rules, regulations, policies, priorities, special interests, etc. of organizational functions and procedures of company departments and perform advisory and liaison duties between each department. Ability to recommend change and to develop and implement procedures and office practices.

Knowledge of the operational terminology to process requests, oral and written, to the proper areas as well as prepare correspondence.

Knowledge of English grammar, spelling, punctuation, basic arithmetic, and the ability to communicate orally and in writing using the English language.

Skills in operating/using a word processing program, calculator and knowledge of Microsoft computer based software applications to perform administrative duties (i.e. spreadsheets, database, or presentation applications, Local Area Network (LAN),.

Ability to maintain a comprehensive file system that is subject to quarterly audits in accordance with company policy. All files containing employee personal information are to be safely kept under lock and key and have controlled access.

IV. SUPERVISORY CONTROLS:

The incumbent works directly under the supervision of the Chief Operations Officer who sets the overall objectives. All duties are planned and accomplished independently without specific instruction or guidance. Handles office and telephone emergencies and resolves problems and occurrences originating from within and outside the company. Determines methods to use and approaches to be taken based on established instructions, policies, commitments, etc. Completed work is evaluated for adequacy, appropriateness, and conformance to established policy.

V. GUIDELINES:

Guidelines include but are not limited to administrative, financial, and general program guides, regulations, instructions, office procedures; dictionaries and English reference guides and software manuals, such as those pertaining to correspondence

formats applicable to company administration. The employee exercises judgement independently in applying the guidelines or extending their applicability to situations not specifically covered; uses guidelines as the basis for making procedural deviations from established methods; or otherwise adapts guidelines when judgement is exercised based on an understanding of the intent of the guidelines and reacting accordingly. The incumbent analyzes results and recommends changes.

Guidelines include established policies, procedures and instructions of the company leadership and higher authority. Incumbent uses judgment in selecting guidelines for application to individual cases. Guidelines may also include oral instructions and standard procedures. Judgment is required in the selection and interpretation of regulations, rules and policies. In the absence of written guidelines, refers the problem to the supervisor or to a specialist qualified to handle it.

VI. COMPLEXITY:

The work involves a wide range of functionally administrative and clerical duties to include: Budgeting, Records Management and Administrative duties for the department that are typically required to accomplish work of the office. The work includes various duties involving different and unrelated steps, processes, and methods to provide assistance to the Chief Operations Officer. The incumbent plans, organizes, and directs all practices, administrative procedures, and financial procedures used by the office staff to ensure consistency and compliance with accepted policies and regulations. Develops and implements new financial and administrative processes and procedures.

The work involves different and unrelated guidelines and processes based on incumbent's knowledge of the duties, priorities, commitments, policies, and program goals of the company. These decisions involve analysis of the subject, phase, or issues involved in many individual situations.

VII. SCOPE AND EFFECT:

The purpose of the work is to plan and carry out projects to improve the efficiency and productivity of the various outdoor programs and the staffing and financial administrative support. The work contributes to the effectiveness and efficiency of maintaining a workforce consisting of qualified personnel. Incumbent identifies and resolves various problems and situations that affect the orderly and efficient processing of all hiring procedures, budgeting, records management and administrative duties for the company. The work affects the ability of the professional

staff to give more time and attention to complex, higher-level professional responsibilities and attention to program refinement and advancement in order to better tailor to the needs of clientele.

VIII. PERSONAL CONTACTS:

Contacts, personal and telephone, are with various programs managers on a routine and regular basis as well as senior company leadership as deemed necessary in the performance of daily duties.

IX. PHYSICAL DEMANDS:

Work is sedentary, however, walking, bending, climbing stairs and carrying of light objects (books, binders, score cards, etc.) are required.

X. WORK ENVIRONMENT:

The work is performed in an office setting which is adequately established with office equipment, supplies and furniture.

XI. Salary/Compensation Range

Annual salary is based on qualifications across all position specific Knowledge, Skills and Attitude (KSA) and range from a baseline of \$54,000 to a high of \$133,000 with an average annual salary of \$84,000.

References

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