

COMMUNITY ACTION PARTNERSHIP

JOB DESCRIPTION

TITLE: Human Resources Director

EXEMPT/NON-EXEMPT: Exempt

REPORTS TO: Executive Director

ISSUE DATE: 08/20

GENERAL POSITION SUMMARY:

Under the direction and supervision of the Executive Director, the Human Resources Director is responsible for the development of policy and administration of all human resources activities including but not limited to planning, recruitment, staffing, training, evaluations, communications, compensation, labor relations, compliance, benefits, and employee services by performing the following duties personally or through subordinate supervisors.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

- Develop organization strategies by identifying and researching human resource issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives;
- Implement human resources strategies by establishing department accountabilities including staffing, employment processing, compensation, health and welfare benefits, training, records management, occupational safety, employee relations and retention, and EEO compliance;
- Ensure compensation and benefits policies are competitive and in compliance with legal requirements;
- Comply with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions;
- Monitor and guide management and employee actions by researching, developing, writing, and updating policies, job descriptions, procedures, methods, and guidelines; communicating and enforcing organization values and strategic goals of the agency;
- Manage human resources operations by recruiting, selecting, orienting, training, coaching, counseling, disciplining, and terminating staff and monitoring performance evaluation process;
- Manage administration of benefits, FMLA, ADA, COBRA, Worker's Compensation, background check process, and drug testing;
- Lead the implementation of site safety programs, monitor the tracking of OSHA-required data;
- Update job knowledge by participating in educational opportunities and professional organizations;
- Promote, advocate, and model the agency's vision statement both internally and externally;
- Perform other related duties as assigned.

SECONDARY FUNCTIONS:

None

JOB SCOPE:

The Human Resources Director originates and leads Human Resources practices and objectives to provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity, goal attainment, and the recruitment and ongoing development of a superior workforce. The Human Resources Director coordinates implementation of personnel services, policies and procedures and assists management staff with Human Resources issues.

SUPERVISORY RESPONSIBILITIES:

Functional supervisory responsibility within the agency.

INTERPERSONAL CONTACTS:

The person functioning in this role must play a supportive, guiding role in ensuring positive, productive relationships between staff members, management, clients, and vendors.

This position interacts effectively with diverse groups of people.

This person serves as an enthusiastic advocate for the CAP Leadership Team.

This position is expected to keep his/her supervisor informed of issues, questions, or concerns that may arise concerning CAP. Such issues, etc. may come to this position from employees, clients, and/or community members and other management staff during the performance of job duties.

SPECIFIC JOB SKILLS:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Analytical.** Synthesize complex or diverse information; collect and research data; use intuition and experience to complement data; generate creative solutions.
- **Problem Solving.** Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem solving situations.
- **Communication and Teamwork.** Communicate changes effectively contributing to building a positive team spirit; build morale and group commitments to goals and objectives; support efforts to succeed; build commitment and overcome resistance inspiring respect and trust. Manage difficult or emotional personnel situations with reason; respond promptly to personnel needs; solicit staff feedback to improve service; respond to requests for service and assistance; prepare and support those affected by change. Make self available to staff. Pursue training and development opportunities; strive to continuously build knowledge and skills; share expertise with others.
- **Business Acumen.** Follow policies and procedures; understand business implications of decisions. Complete administrative tasks correctly and on time. Support organization's goals and values. Conserve organizational resources, work within approved budget; develop and implement cost saving measures. Align work with strategic goals.
- **Diversity and Ethics.** Demonstrate knowledge of EEO policy; show respect and sensitivity for cultural differences; educate others on the value of equity; develop a culture of acceptance and ethical behavior for all people; enhance equity for a diverse workforce. Model these behaviors.
- **Judgment.** Display willingness to make decisions; exhibit sound and accurate judgment; support and explain reasoning for decisions; include appropriate people in planning, decision-making, facilitating and process improvement; make timely decisions.

- **Professionalism.** Approach others in a tactful manner; react well under pressure; always treat others with unconditional positive regard; always maintain confidentiality.

MINIMUM QUALIFICATIONS:

- Minimum of a bachelor's degree in Human Resources or a related field;
- Minimum of five years related experience preferred;
- Ability to read, analyze and interpret complex information pertaining to human resource law, agency policies and employee benefits;
- Computer and general office skills proficiency;
- Demonstrated effective communication, interpersonal and leadership skills;
- Possess valid driver's license, reliable transportation and vehicle insurance;
- Must be able to successfully complete a background check.

Additional Requirements

Math Requirement

- Good math skills, formulas, percentages, comparing lists of number.

Language Requirement

- Ability to deliver speeches, public talks, and trainings.
- Ability to read and comprehend complex state and federal rules, laws, and regulations.

Reasoning

- Ability to make decisions using independent judgment and involving many variables. Ability to analyze future impact of decisions and the effects of past decisions.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to maintain good judgment and emotional stability in a full range of professional situations.

HUMAN RESOURCES DIRECTOR, cont'd

| Physical Requirements | 0-10% | 10-25% | 25-50% | 50-75% | 75-100% |
|------------------------------|-------|--------|--------|--------|---------|
| Lifting | X | | | | |
| Standing | | X | | | |
| Walking | | X | | | |
| Running | X | | | | |
| Bending/Crouching | X | | | | |
| Kneeling/Crawling | X | | | | |

Lifting weight

| | | | | | |
|---------------|---|---|--|--|--|
| Less than 10# | | X | | | |
| 10-25# | X | | | | |
| 25-50# | X | | | | |

| Environmental Exposure | 0-10% | 10-25% | 25-50% | 50-75% | 75-100% |
|-----------------------------------|-------|--------|--------|--------|---------|
| Hot | X | | | | |
| Humid | X | | | | |
| Cold | X | | | | |
| Wet/Damp | X | | | | |
| Machinery* | X | | | | |
| Risk of burns/chemical exposure | X | | | | |
| Outside elements (sun, rain, etc) | X | | | | |
| Loud (above normal class level) | X | | | | |

*Machinery: Working on machinery, running machinery, exposure to vibration, spinning shafts, blades, belts, boilers, blowers etc.

This job description is not a contract for employment. The employer shall, in its discretion, modify or adjust the position and its duties to meet the agency's changing needs. The employee is expected to do other duties as assigned, which obviously fall within the scope of this job. The Community Action Partnership is an "At Will" employer. In accordance with Federal law, CAP does not discriminate on the basis of race, color, national origin, sex, age, disability, or sexual orientation.

I have read and understand the duties and expectations of this position and commit to carrying them out to the best of my ability for as long as I hold this position with Community Action Partnership.

Helping People. Changing Lives.

Employee's signature

DATE

I have gone over this job description with this employee

Supervisor's Signature

DATE