

Our Mission: Ensuring every child is on a path to thrive in kindergarten and life

HUMAN RESOURCES - DIRECTOR OF HUMAN RESOURCES

POSITION SUMMARY:

Manages the day-to-day operations of the Human Resources department. Assists in the administration of the human resources policies, procedures and programs and oversees recruitment, retention, and labor law compliance of the agency.

POSITION OVERVIEW:

- Employment Type: Full-Time/Exempt
- Location: Warm Springs Administrative Office
- Job Category: Administration
- Reports to: Vice President of Human Resources
- Supervises: Assistant Director of Human Resources and Human Resources Generalists

PRIMARY RESPONSIBILITIES:

- Responsible for managing and supervising all human resource activities to include but not limited to: recruitment and retention, compensation, labor relations, benefits, training and development, worker's compensation, unemployment insurance, disability, and leave of absences.
- Assist the Vice President of Human Resources in planning, organizing and controlling all activities of the department. Participates in developing department goals, objectives and systems.
- Hires, trains, supervises, and evaluates staff in department and trains other staff as needed by agency. This includes but is not limited to communicating expectations of agency to staff supervised and following up to ensure understanding and compliance.
- Ensures agency policies and procedures are in accordance with all State and Federal Regulations. Annually reviews and makes recommendations to executive management for improvement of the agency's policies, procedures and practices on personnel matters.
- Maintains knowledge of industry trends and employment legislation and ensures agency's compliance.
- Supports management by providing human resources advice, counsel, and decisions; analyzing information and applications.
- Provides support to the Vice President of Human Resources - pertaining to all matters involving policies, procedures and employee issues.
- Oversees the successful implementation of the recruitment, staffing, and on boarding of new staff. Designs, manages and implements new employee orientation systems as the needs of the agency grow and/or as new orientation needs are present.
- Assists employees with open enrollment and benefit inquiries. Assist Vice President of Human Resources with open enrollment schedules, meetings, materials and final implementation into HR module.
- Oversees and coordinates all human resource administrative procedures and documentation processes, in accordance with all applicable federal and state regulations and Agency policy.
- Prepare and maintain job documentation, job description and job evaluation systems. Seek to develop better systems of updating job descriptions and creating updated employee evaluations.
- Management of all individual personnel and workforce management actions including hires, promotions/demotions/transfers, terminations and/or layoffs as necessary.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Completes human resource operational requirements by scheduling and assigning tasks, duties, and projects to department employees; following up on work results.
- Human Resources Director assists in the development of processes and metrics that support the achievement of the organization's business goals.
- Coordinate the resolution of specific policy-related and procedural problems and inquiries.
- Recommend, develop and maintain human resource databases, computer software systems, and filing systems.
- Provides required reports and documentation to funding sources and public agencies

POSITION QUALIFICATIONS/REQUIREMENTS:

- Bachelor's degree required. SPHR/PHR certificate or any other advanced education/training in the HR field preferred.
- Knowledge of and experience in compensation practices, labor law, staff orientation, and staff recruitment
- Minimum of 3 years of experience in similar or related position required along with experience of managing and leading a team of HR Generalist
- Ability to exercise good judgment and manage confidential information with discretion
- Ability to provide leadership, accept responsibility, work independently and set own goals in a professional manner.
- Must be proficient in Excel
- Technically savvy, understands process workflow, and ability to use HRIS databases and Microsoft office applications to perform analysis, and organize data to "tell a story"
- Experience with ADP Workforce Now (HRIS) and Cornerstone (ATS) is a plus
- Must have excellent project management skills
- This position requires solid strategic and tactical HR orientation, with strong analytical and communication skills and demonstrated ability to solve problems quickly and creatively
- Ability to work on a variety of tasks simultaneously and able to work a flexible schedule, including some evenings and weekends.
- Skill to advocate for both employee and organizational needs/goals.

COMPANY WIDE JOB REQUIREMENTS:

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

ADMINISTRATIVE WIDE DEMANDS:

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions
Equal Opportunity Employer/Drug Free Workplace**

HOW TO APPLY: To apply for this position please complete an application at <http://www.kidango.org/Careers>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.