

Full Job Description

Position Summary:

The Human Resources Director plans, leads, and develops the policies, activities, and staff of the Human Resource department. The Director ensures all personnel data maintained by the agency is in legal compliance with licensing and regulatory requirements of federal, state, and local agencies. The Human Resources Director reports to the agency's Chief Executive Officer.

Responsibilities:

- Oversees the administration of human resource programs including compensation, benefits, leave, disciplinary actions, performance evaluations, employee recognition, occupational health and safety and employee training and development.
- Collaborates with Senior Management of the agency to implement actions to achieve goals and strategies needed for staffing, recruiting and retention of employees.
- Responsible for the recruitment of applicants for approved agency positions, for scheduling interviews of qualified applicants, and for hiring qualified staff for all agency departments
- Maintains knowledge of trends, regulatory changes, and technologic advances in human resources, talent management, and employment law to advise Senior Management of suggested changes in agency policy, practice, and resources.
- Respond to employee relations issues, employee complaints, harassment allegations and civil rights complaints
- Maintain and update all employee personnel files ensuring compliance with state and federal Medicaid requirements
- Assists department heads with discipline and termination of agency employees in accordance with agency policy
- Plans, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the agency's human resource compliance and strategy needs.
- Protect and ensure agency information is kept confidential
- In planning with agency officers, directors and managers identifies the recruitment, orientation and training of all staff

Skills & Abilities:

- Proficient in Microsoft Office Suite including Excel, Word and Outlook program software

- Excellent organizational skills and attention to detail
- Excellent written and communication skills
- Excellent interpersonal and negotiation skills
- Excellent time management skills with proven ability to meet agency deadlines
- Strong analytical and problem-solving skills
- Must be able to securely handle highly sensitive data while maintaining confidentiality
- Strong relationship management skills
- Ability to adapt to needs of the organization and employees
- Ability to prioritize tasks and to delegate appropriately
- Extensive knowledge of employment-related laws and regulations

Requirements:

- Bachelor's Degree in Human Resources or related field
- Knowledge of basic state and federal employment laws and requirements
- Benefit administration experience
- Possess a valid driver's license
- Four years-experience in human resource manager role
- SHRM-CP, SHRM-SCP preferred

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Health insurance
- Health savings account
- Life insurance
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Education:

- Bachelor's (Preferred)

Experience:

- Human resources: 3 years (Preferred)

Work Location: One location