



TITLE: Human Resources Director (Part-Time)

QUALIFICATIONS:

Education/Training: Bachelor's degree in related field and/or Human Resources certification. May consider extensive work history in lieu of college degree.

Experience: Minimum of three to five years direct experience with human resources and employee benefits responsibilities.

Job Requirements:

- Must have strong interpersonal and communication skills.
- Proficient with word processing and spreadsheet applications.
- Current knowledge of state and federal employment laws is required.

JOB GOAL: Oversees and manages all human resources functions for the Agency including, staffing, employee benefits, compliance and work safety.

REPORTS TO: Executive Director

PERFORMANCE RESPONSIBILITIES

1. Staffing

- a. Provide appropriate training and assistance to hiring managers.
- b. Hiring process – review job descriptions, coordinate internal and external postings and ads, assist with selection process, process background checks and drug testing authorizations. Prepare new hire, no hire and separation letters.
- c. Orient new employees to organization and policies.
- d. Annual performance evaluation process – review and update procedures as well ensure all reviews are completed in a timely manner.
- e. Act as a resource and assist with Performance Improvement Plans and other employee issues/disciplinary actions.
- f. Maintain personnel records and files.
- g. Respond to employment verification requests from outside agencies.

2. Compliance

- a. Stay current with applicable laws and regulatory changes. Recommend changes as appropriate within organization to comply.
- b. Complete required surveys and reports. Understand employer policies including personnel policies and serve as a resource to employees.



PERFORMANCE RESPONSIBILITIES (continued)

3. Benefits and Compensation

- a. Administer employee benefits including open enrollments and communications to employees regarding benefit changes or necessary information.
- b. Serve as contact person for employee questions.
- c. Monitor workers compensation claims and work with managers to develop light duty program.
- d. Monitor unemployment claims; respond to and dispute as required.
- e. Gather compensation information as needed for pay equity comparisons and Job Pay Scales.

4. Safety

- a. Serve on safety committee.
- b. Complete and track work injury reports.
- c. Provide or coordinate appropriate employee education.

5. Reporting

- a. Complete government new hire reports as required.
- b. Prepare Family Medical Leave Act (FMLA) reports.
- c. Evaluate and report on employee turnover.
- d. Responsible for EEO-1 and OSHA Reporting

6. Other

- a. Provide support for payroll processing.
- b. Perform other duties as required.
- c. Maintain confidentiality appropriately.
- d. Understand and follow agency policies and procedures.
- e. Understand and support agency mission.

Reviewed and Agreed to by: _____ Date: _____