



Director of Human Resources

Department: Finance

Reports To: Chief Financial Officer

Position Summary:

The human resource director is directly responsible for the overall administration, coordination, and evaluation of the human resource function.

Essential Functions:

1. Continually seeks to improve the organization's policies, procedures and practices for the effective management of people resources of the company by making recommendations to executive management.
2. Foster an employee-oriented culture in support of the leadership team that emphasizes partnership, quality, continuous improvement, and high performance.
3. Partners with hiring managers to determine staffing needs.
4. Serves as an expert in recruiting candidates. Conducts lawful recruitment for all candidates; writes and places advertisements; works with supervisors to screen and interview candidates; conducts reference checking; extends job offers; oversees new-employee orientations.
5. Leads company compliance with all existing government legal and reporting requirements including responsibility for organization compliance with federal, state and local legislation pertaining to all personnel matters.
6. Communicates changes in the organization's personnel policies and procedures and ensures that proper compliance is followed.
7. Assists executive management in the annual review, preparation and administration of the organization's wage and salary program.
8. Evaluates and administers all employee benefits and related programs.
9. Coordinates or conducts exit interviews to determine reasons behind separations.
10. Works directly with department managers to coach them in carrying out their responsibilities on personnel matters.
11. Recommends, evaluates and participates in staff development for the organization.
12. Develops and maintains a human resource information system that meets the organization's personnel information needs.
13. Leads the HR team and plans for continual improvement of the efficiency and effectiveness of the team as well as providing individuals with professional and personal growth opportunities
14. Participates on committees and special projects and seeks additional responsibilities.

Supervisory Responsibility:

This position manages all employees of the HR department and is responsible for the performance management and hiring of the employees within that department.

Essential Job Requirements:

**EDUCATION AND
EXPERIENCE:**

Bachelor’s degree and 7 to 10 years related experience or training.

Knowledge and understanding of compliance and reporting.

Preferred: Master’s degree, SHRM Senior Certified Professional (SHRM-SCP) or SHRM Certified Professional (SHRM-CP) credential, or HRCI Certification – Senior Professional (SPHR) or Professional of Human Resources (PHR) certification.

COMPETENCIES:

- Business Acumen
- Communication
- Positive Attitude
- Consultation/Collaborative Style
- Critical Evaluation
- Ethical Practice
- Global and Cultural Awareness
- Leadership & Navigation
- Relationship Management

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.