



Director of Human Resources

J o b D e s c r i p t i o n

JOB INFORMATION

Title:	Director of Human Resources		
Salary Grade:			
Department:	Human Resources		
Reports To:			
FLSA	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt	
Do other employees directly report to this position?	Yes		
Related Codes (HR use only):	SC, AR, LA (HR Manager), CO (Director)		

JOB SUMMARY

Plan, direct, or coordinate Human Resources activities and staff of the organization.

Essential Functions - List in order of importance

Essential Functions
<ul style="list-style-type: none"> Manage and oversee day to day functions of Human Resources Department. Serve as a link between management and employees; addressing questions, interpreting and administering contracts and helping resolve work-related challenges. Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements. Advise managers on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes. Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures. Plan and conduct new employee orientation to foster positive attitude toward organizational objectives. Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations. Identify staff vacancies and recruit, interview and select applicants. Administer compensation, benefits and performance management systems, and safety and recreation programs. Enterprise Risk Management (ERM) risk ownership responsibilities to be conducted as assigned.

Additional Responsibilities

<ul style="list-style-type: none"> Other duties and responsibilities as assigned Regular and predictable attendance is required.
--

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	Education Details	Req	Pref	
Bachelor's Degree	Majoring in Human Resources or related field preferred	X		And
Other	Professional Certifications (SPHR, SHRM - SCP)		X	

Skills and Abilities

Skill/Ability	Additional Information	Proficiency	

Skills and Abilities

Skill/Ability	Additional Information	Proficiency
Demonstrated written communication skills		Advanced
Strong verbal communication and listening skills		Advanced
Ability to lead/manage others		Advanced
Demonstrated time management and priority setting skills		Advanced
Ability to analyze and interpret financial data		Advanced
Demonstrated problem solving skills		Advanced

Work Experience

Years Experience	Experience Details	Req	Pref
5 to 7 Years	Relatable experience	X	

Standard ADA Settings

Standard ADA Selection Office Environment

Physical Demands

A thorough completion of this section is needed for compliance with legal standards such as the Americans with Disabilities Act. The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Stand dynamically to perform a function and move to perform another.			X			
Stand statically in one place to perform a function without changing location.		X				
Sit at a desk or table with some walking, standing, bending, stooping, or carrying of light objects.				X		
Perform continuous operation of a personal computer for four hours or more.				X		
Use hands and fingers to handle and manipulate objects and/or operate equipment.			X			
Climb stairs and/or ladders.		X				
Bend, crouch, stoop, stretch, or crawl.		X				
Bend upper torso and reach up and out with hands and arms.		X				
Balance the body while walking, standing, crouching, or stooping to prevent falling.		X				
Perform unaided lifting of objects, please list the amount of weight that would be lifted, along with the frequency required.		X				

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions