

HUMBOLDT SENIOR RESOURCE CENTER Job Description

JOB TITLE: Director of Human Resources
DEPARTMENT: Administration
REPORTS TO: Chief Executive Officer
FLSA STATUS: Exempt/Salary
APPROVED: **September 2021**

JOB SUMMARY: Oversees the development, implementation and maintenance of personnel policies and procedures which ensure that the organization obtains, develops, and retains qualified personnel. Manages the personnel and benefits systems. Supports a working environment that exemplifies the agency's core values. Participates as member of agency leadership team. Promotes and implements human resource values by planning and managing human resource programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Complies with Federal, State, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
2. Maintains knowledge of industry trends and employment legislation. Responsible for compliance with Federal, State, and local legislation pertaining to personnel matters.
3. Reviews and makes recommendations to senior management for improvement of the organization's policies, procedures and practices on personnel matters. Updates the Employee Handbook, Operations Manual, Emergency Operations Plan (EOP), and Safety Manual, as necessary.
4. Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values.
5. Administers policies, procedures, and practices in accordance with agency objectives and legal requirements. Communicates changes in the organization's personnel policies and procedures to ensure implementation and compliance.
6. Manages human resources operations including recruiting, orienting, training, coaching, and disciplining staff; planning, monitoring, appraising, and reviewing the organization's human resources needs; designing systems; accumulating resources; resolving problems; and implementing change.
7. Serves as a resource to hiring managers in the area of interviewing, screening, and recruiting job applicants to fill job openings.
8. Oversees hiring requirements of all staff and credentialing of PACE staff.
9. Develops and maintains a compensation and benefit structure which supports the agency's goals, financial structure, and applicable laws. Researches and recommends benefit options for management consideration.
10. Oversees strategy, design, and administration of the agency's benefit programs including medical, dental, and vision insurance, Retirement Plan, Employee Assistance Program (EAP), etc.

11. Advises supervisors on personnel management issues and coaches employees on work-related and career development concerns. Provides training on human resources topics to management and employees, as necessary.
12. Recommends, evaluates, and participates in staff development for the organization.
13. Maintains an efficient and useful employee data and personnel record keeping system. Responsible for communicating with departments, requirements for personnel files to be in compliance with applicable legal requirements.
14. Works directly with management to assist in carrying out responsibilities of personnel matters. In coordination with management, oversees the discipline and termination process for all employees. Supports management by providing human resources advice, counsel, and decisions; analyzing information and applications.
15. Shares responsibility with the Director of Finance for the administration of the agency's workers' compensation and unemployment insurance policies.
16. Manages employee workers' compensation claims.
17. Administers extended leave programs for the agency, including leaves protected under the Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDL) leave laws.
18. Coordinates with supervisors regarding staff accommodations, return-to-work, light-duty, and other responses for injured or disabled employees.
19. Monitors and tracks all stages of a staff grievance or appeal.
20. Participates in the process of teaching, training, and mentoring student interns and volunteers working within the program area.
21. Oversees the Title VI plan and acts as the Administrator for the plan.
22. Manages the volunteer program for the agency.
23. Monitors retention and turnover. Conducts Exit Interviews to determine reasons behind separations.
24. Participates on committees and special projects as applicable.
25. Serves as a supervisor to student interns and volunteers working within the professional discipline and program area. Participates actively in their training as a guide, teacher and mentor.
26. Performs other duties as assigned.

EDUCATION &/or EXPERIENCE:

1. Bachelor's degree in human resource management or related field required.
2. Minimum five (5) years of experience required in human resources management in a diverse organization with more than 100 employees.
3. HRIS implementation experience preferred.

LICENSES OR CERTIFICATES:

1. Valid California Driver's License, good driving record, and personal auto liability insurance required. Must have a personal vehicle in good driving/operating condition, insured for State minimum liability requirements, and that can be used for the applicable job functions noted above.
2. HRCI Professional of Human Resources (HRCI-PHR) and/or Society for Human Resource Management Certified Professional (SHRM-CP) certifications preferred.

PRE-SCREENING REQUIREMENTS:

1. Requires clearance of a DOJ and FBI criminal history background check.

JOB SKILLS:

1. Knowledge in standard practices of non-profit human resource management.
2. Knowledge of Federal, State, and local laws and regulations pertaining to human resource functional areas.
3. Ability to maintain a high level of confidentiality in all matters
4. Ability to coach employees and management through complex and difficult issues.
5. Ability to research and analyze various different types of data information.
6. Ability to make recommendations to effect resolution of problems or issues, by using judgment that is consistent with standards, practices, policies, procedures, regulations or government law.
7. Ability to organize and prioritize work and to work effectively as a team member.
8. Excellent verbal and written communication skills.
9. Proficient in use of a variety of computer software applications.

SUPERVISORY REQUIREMENTS:

1. Supervises employees of the Human Resources department.

PHYSICAL REQUIREMENTS:

1. Ability to sit at a desk and interact with a computer screen for extended periods of time.
2. Hand and arm strength sufficient to operate a keyboard for several hours each day.
3. Physical abilities sufficient to move between different staff work areas, communicate with staff and the public, operate a computer, produce reports, talk on the telephone, and travel to other Agency worksites.

ANALYSIS OF PHYSICAL DEMANDS:

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**=Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						Twisting/Turning					
Under 10 lbs.			X			Reach over shoulder			X		
11-20 lbs.			X			Reach over head			X		
21-50 lbs.		X				Reach outward				X	
51-100 lbs.	X					Climb		X			
Over 100 lbs.	X					Crawl		X			
						Kneel		X			
Pushing/Pulling						Squat		X			
Under 10 lbs.				X		Sit					X
11-20 lbs.				X		Walk-Normal Surfaces				X	
21-50 lbs.			X			Walk-Uneven Surfaces			X		
51-100 lbs.		X				Walk-Slippery Surfaces		X			
Over 100 lbs.	X					Stand			X		
Other						Driving			X		
Keyboard/Ten Key					X						
Fingering (Fine dexterity)					X						
Handling (grasping, holding)					X						
Repetitive Motion-Hands					X						
Repetitive Motion-Feet		X									

The above statements are intended to describe the general nature of work performed. They are not to be considered an exhaustive list of all job tasks performed. The agency reserves the right to change job descriptions, work hours or work sites as required by the program.

The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.

The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable Federal or State law.

Employee Signature

Date