

**Director of Human Resources**

Provide effective, efficient and fiscally responsible management, services and guidance to employees and managers for the purpose of driving business results and attracting, motivating, engaging and retaining key employees.  Responsible for the overall administration, coordination and evaluation of the human resource function including but not limited to employee relations, on-boarding, training, safety, compensation and benefits, and compliance.

Compensation and Benefits

* Assist management with annual review, preparation and administration of the organization’s compensation and benefits guidelines.
* Collection, verification and submission of all human resource related information related to payroll administrator biweekly.
* Manage and oversee annual benefit offerings and present any recommended changes to senior management and/or the members of the Compensation & Benefits Committee.
* Manage the administration of benefits. Duties include enrollment, termination and update of our medical, dental, 403(b), Flexible Spending Accounts, Computer Purchase program, and 403(b) Loan benefits as well as reporting for each of those benefits.
* Work with health insurance provider to ensure workplace wellness is a benefit for employees.

HR Compliance

* Maintains knowledge of industry trends and employment legislation and ensures organizations compliance with Federal and State government, and United Way Worldwide rules and regulations.
* Communicate any and all changes to policies and procedures and ensure proper compliance is followed.
* Provide all necessary documentation to outside organization for completion of annual affirmative action plan.

Talent Performance Management and Training

* Plan, develop, and implement use of our integrated performance management system for staff making recommendations to senior management when appropriate.  Provide direction and guidance to managers on annual review, objective setting, check in meetings and talent development.  Our performance management process includes our HRIS Halogen software, a six-month review, annual review, merit increase and objective setting processes.
* Plan, develop, and implement strategies related to recruitment, on boarding, staff training, engagement, and coaching.
* Conduct exit interviews to determine reason behind separations and turnover trends.
* Provide support to management in posting positions, reviewing resumes, selecting qualified candidate, reference checking, and offering jobs.
* Work directly with managers to assist them in carrying out their responsibilities on personnel matters.
* Consults with legal counsel as appropriate, or as directed by the Senior Vice President and/or CEO on personnel matters.

Internal Support, Teams and Committees

* Provide coaching and support to management team.
* Plan internal staff events and assist with planning and implementation retreats.
* Participates on teams and committees as necessary.

 **Education and/or Experience:**
(Technological and soft skills required, education and years of service required)

* Bachelor’s Degree preferred and/or equivalent experience.
* 3-5 years experience as a Human Resources Generalist.
* 3-5 years experience as a benefits administrator.
* Proficient in Microsoft Office, strong proficiency in Excel required.
* High level of time management, organization and prioritization skills.
* Demonstrated ability to work within a team-based environment.
* Demonstrated analytical and problem-solving skills.
* Strong conflict resolution, verbal and written communication skills.
* Experience with diversity and inclusion programs.
* ADP experience helpful.
* SHRM certification preferred.

**Interested candidates should submit a cover letter and resume no later than Tuesday, January 22, 2019.**

Department: Human Resources
This is a management position
This is a full time position