



## IMPACT Community Action Job Description

### **Title: Human Resources Director**

**Job Summary:** The Human Resources (“HR”) Director has overall responsibility for the HR function and provides strategic HR Vision that aligns with Agency goals and objectives. The HR Director is responsible for the development, implementation and administration of IMPACT’s human resources programs in the areas of employee relations, organizational development, performance management, workforce planning, compensation, talent development, training and development, benefits, unemployment and worker’s compensation, and compliance. The HR Director provides advice and guidance to staff and leadership on human resources matters. The HR Director reports to the Agency’s Chief Executive Officer.

**Reports to:** Chief Executive Officer

**Job Duties:** *Job Duties listed represent the major responsibilities for the job. Each specific position within a job title may require more specific duties, processes, skills, or assignments. Other duties are assigned on an as needed basis and may require additional skills and competencies.*

- Directs the Agency’s Human Resources function. Provides strategic HR vision which aligns to Agency’s goals and objectives. Ensures Human Resources programs are linked to the Agency’s strategic and operational plans.
- Serves as Strategic business partner to Agency Leadership in areas of organizational design, talent development, workplace planning, performance management, employee engagement, compensation and other HR related matters.
- Ensures Agency compliance with all federal, state and local employment laws and regulations, included but not limited to: Title VII of the Civil Rights Act of 1964, FLSA, FMLA, ADAAA, OSHA, Unemployment and Workers Compensation.
- Directs Agency’s Talent Acquisition process to include candidate sourcing, job description development and advertising, screening and interview question development and training. Oversees Agency’s onboarding and off boarding process.
- Develops and maintains proactive and positive employee relations and ensures the equitable application of Agency’s policies and procedures. Conducts effective, thorough and objective investigations to bring issues to reasonable resolution that is consistent with sound employee relations, practices and employment laws. Consults with Agency counsel as needed.
- Develops and updates policies and procedures and maintain Employee Handbook. Interprets and applies understanding of Agency policies, employment laws and other regulations to provide immediate advice, guidance or clarification for Employee Relations issues.
- Serve as the champion in matters relating to a positive culture, wellness and employee retention. Oversee the coordination of staff related morale and wellness functions, such as Annual Years of Service Banquet; Bi-monthly All Staff Meeting, etc.

- Directs Agency's Benefit programs. Ensures employee benefit offerings are processed within specified timelines. Direct annual Open Enrollment processes. Leads benefit offering strategy and planning. Work with brokerage companies to provide the best solution for the Agency and its employees. Works with the Chief Financial Officer on plan design management and annual renewal pricing. Serves as contact with third party vendors.
- Directs Agency's Performance Management Process. Evaluates and updates/modifies Performance Management process as necessary.
- Directs Agency's Training and Development initiatives. In consultation with the Chief Operating Officer, develops training programs and opportunities for specific and individuals training initiatives that are aligned with the Agency's strategic plan and objectives.
- Monitors and facilitates the management of worker's compensation program and claims between employees, organization, third party administrators and care organizations. Ensures Agency is in compliance with Federal and State OSHA related reporting.
- Monitors and facilitates the management of unemployment compensation claims.
- Serves as the liaison to the Human Resources Committee of the Board of Trustees
- Participates on committees and special projects. Performs other duties as assigned.

#### **Working Conditions and Physical Requirements:**

Standard office environment. Requires ability to operate telephone and personal computer for extended periods of time. Occasional travel.

#### **Competencies and Knowledge, Skills, and Abilities:**

- Integrity and Trust
- Action Oriented
- Drive for Results
- Priority Setting
- Interpersonal Savvy
- Decision Quality
- Problem Solving
- Organizing
- Verbal, Written Communication Skills
- Technical Skills (e.g. PC applications)
  
- Functional Knowledge and Skills – examples:
  - Communicate effectively, verbally and in writing, to a diverse audience.
  - Demonstrate the highest level of ethical behavior.
  - Excellent time-management, problem-prevention and problem-solving skills.
  - Maintain confidentiality of sensitive information.
  - Work accurately with close attention to detail.

**Minimum Education and Qualifications:**

Bachelor's degree in HR Management or related discipline required; Master's degree preferred.

A minimum of five (5) years of professional experience across all HR disciplines, including employment, benefits, compensation, employee relations and conflict resolution, training and organizational development, human resources informational systems, unemployment and worker's compensation.

HR certification preferred.

Ohio Driver's License and reliable transportation and ability to meet agency transportation insurance requirements.

**Equal Opportunity Statement:**

*IMPACT Community Action recognizes that a diverse workforce enhances the organization in many ways. We are committed to providing equal employment opportunities that foster diversity and meaningful experiences.*

*Updated: January 2013*

*Revised: July 2015*

*Updated: March 2019*