

DIRECTOR OF HUMAN RESOURCES



Department:	Agency Administration
Reports To:	Executive Director
Group/FLSA Status:	Administrator/Exempt
Revised:	6/24/2019

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Director of Human Resources is a member of the Executive Leadership Team and collaborates on issues related to the overall leadership and administration of the agency. The Director of Human Resources is responsible for the administration, coordination, and evaluation of the human resource function, including the development and implementation of the human resources strategic plan. In addition, the Director establishes and maintains communications with the various employee units; recommends, formulates and administers Agency human resource policies; and, assures that the Agency recruits and retains staff for all positions within the Agency.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Reviews and makes recommendations to the Executive Director and Executive Leadership Team for improvement of agency policies, procedures, and practices on all human resource matters;
- Provides leadership and supervision for human resource functions, including;
 - Employee relations/advocacy programs to ensure employee engagement, “on-boarding”, mentoring, wellness, and employee assistance;
 - Recruitment and retention – coordination and monitoring of all search/hiring processes and retention strategies;
 - Talent development – facilitates mandatory/optional staff development, orientation/training programs, and succession planning;
- Assists the Executive Director with the development, implementation, and execution of strategic objectives related to agency strategic planning and change management processes;
- Develops, implements, and communicates agency policies and procedures to ensure compliance with employment law, board policies/procedures, and agency collective bargaining agreements;
- Initiates and oversees the collective bargaining process;
- Assists other administrators in carrying out their responsibilities related to human resource matters, including staff performance evaluation;
- Investigates, refers and/or responds to a wide variety of sensitive and complex inquiries, issues, complaints, and/or grievances;
- In collaboration with the Director of Finance, provides leadership and supervision for compensation and benefits administration; including, payroll, workers compensation, insurance, and unemployment;
- Initiates and oversees all legal communications/consultation with attorney in the areas of employee discipline, termination, and other agency legal issues related to human resources;
- Establishes and maintains a customer service orientation within the human resources department and across the agency;
- Supervises the staff of the Human Resources Department;
- Serves as Human Rights Officer;
- Serves as the administrative representative on the Board Policy and Personnel Committees;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Comprehensive knowledge of the principles and practices of a Director of Human Resources;
- Comprehensive knowledge and understanding of employment law and practices, benefit administration, and compensation practices;
- Thorough knowledge of leadership and management principles;
- Ability to demonstrate competency in human relations skills, supervision, and leadership;
- Ability to demonstrate confidentiality and function under very stressful situations;
- Ability to demonstrate critical thinking skills when completing unique or complex job assignments;

- Ability to interpret and apply guidelines, policies, and procedures consistently;
- Ability to analyze, interpret, compare, and present data utilizing a wide range of mediums;
- Ability to communicate effectively and professionally both orally and in writing;
- Ability to communicate positively about the agency at all times;
- Ability to work cooperatively and collaboratively with both internal and external customers;
- Ability to write reports and correspondence;
- Ability to use modern office equipment and related software.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Master's Degree and considerable experience in a job-related field OR equivalent combination of education, HR certification, training, and experience in a job-related field that enables performance of all aspects of this position.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Valid Driver's License.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under general direction of the Executive Director.
- Responsible for direct supervision of the Human Resources Department, consisting of a small group of employees and indirect supervision of other employees as assigned.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Business travel is required.
- Work may require long hours including early morning, evening, and weekend activities.
- This is sedentary to light work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to blood borne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.