

Job Description

Job Title: Director of Human Resources

Department: Human Resources

Reports To: CEO

Category: Full-time Regular

FLSA Status: Exempt/Salaried

Prepared By: CEO

Prepared Date: 4/4/25

Approved By: Tamera Hunter

Approved Date: 4/4/25

SUMMARY

The Director of Human Resources will plan, direct, and oversee all activities of the Human Resource Division. This includes developing and implementing HR strategies, and providing guidance on labor relations, benefits, payroll, and employee development.

CORE COMPETENCIES

- Strategic Collaborator
- Integrator/Navigator
- Servant Leadership
- Professionalism
- Adaptability
- Risk Management
- Ability to innovate
- Communicator
- Data Manager
- Effective Hiring Manager

DUTIES AND RESPONSIBILITIES

- Guiding and directing management in the development, delivery, promotion, and financial aspects of the organization's services.
- Serve as the key advisor to the President and CEO for all HR matters.
- Responsible for developing and executing human resource strategy in support of the overall business plan and strategic direction of the organization, specifically in the areas of talent acquisition, succession planning, training and development, performance management and total compensation.
- Provide strategic direction, vision and guidance to the organization's human resources structure and function by building, motivating and retaining a high-performing, results-oriented and respected agency team that embraces the vision, mission, and core values of Townhall II.
- Acts as the primary contact for the organization in all employee matters involved EEOC and workers compensation.
- Stays informed and communicates to executive leadership the complex issues and trends facing the organization in the context of rapidly changing government regulations and public policy and their subsequent impact on organizational objective and operational resources.
- Thinks and acts from an objective, decentralized and systems perspective completing an in-depth analysis of problems, consequences and alternative solutions in the decision-making process to understand system-wide impact and assure organization effectiveness.
- Develops and manages the HR department budget and performs periodic cost and productivity analyses; maintains awareness of position salary grades and budget of all positions.
- Sets strategic direction for designing, developing, implementing and administering comprehensive total remuneration systems that ensure market competitiveness, internal equity, cost effectiveness, effective performance management, and appropriate reward systems.
- Serve as the point of contact for benefits and employment relations.
- Process grievances and violations invoking disciplinary action when required.

QUALITY

- Business Acumen - Understands business implications of decisions; Aligns work with strategic goals.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Completes work in a timely manner and works quickly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

LEADERSHIP

- Promoting positive relations within the Agency and community by actively participating in director's meetings, management team meetings and other interdepartmental and cross functional teams. Routinely attends agency functions. Maintains positive working relationships. Maintains harmony among workers and resolves grievances among employees when able.
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Visionary Leadership - Displays passion and optimism; Inspires respect and trust; mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.
- Other duties may be assigned.

PHYSICAL DEMANDS Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in human resources management or business administration.
- At least 3 years of human resources experience, preferably in a healthcare setting.
- HR Certification SHRM-CP or SHRM-SCP a plus.
- Proficient in Microsoft Windows, Word, Excel, and Outlook.

Employee Name: _____

Employee Signature: _____

Date: _____