

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA

Administration

Job Description

Date: October 2018

Salary Grade: 4-6

Exposure Determination Category: 3

Chart: 3 Exempt

Job Title: Director of Human Resources

Reports to: Chief Executive Officer

Areas of Responsibility: Be responsible for activities of the Human Resource Department; be involved in strategic planning related to recruitment, retention and growth of staff; maintain accurate and confidential personnel files; recruitment and retention of employees; provide payroll information to Finance Department; work with management to assure that performance evaluations are completed; provide reports to management and funding sources as required; promote positive employee/management relations.

Major Duties

Department Management

1. ***Goals:*** Develop goals and activities for Human Resources in conjunction with the strategic plan of the agency and requirements of applicable regulations.
2. ***Budget/Resources:*** Develop budget recommendations to support the Human Resources department in coordination with the Executive Director.
3. ***Department activities:***
 - Maintain and update ADP software
 - Develop, review, and revise job descriptions and the agency hiring and retention procedures including recruitment, interviews, selection, promotions, accommodations, and related functions
 - Coordinate and conduct exit interviews with employees leaving CAPWN employment
 - Supervise the maintenance of personnel records and procedures for access to records
4. ***Ensure compliance*** with licensing, contract provisions, regulations, and quality assurance requirements as applicable for personnel.
 - Oversee compliance with and reporting of Equal Employee Opportunity and Affirmative Action
 - Responsible for the management and processing of claims related activities and serves as the claims point of contact.
 - Oversee compliance with Federal and State labor laws and regulations
 - Investigate employee complaints
 - Provide consultation on performance evaluations and disciplinary actions
 - Coordinate grievance and discrimination processes
 - Promote employee safety and manage worker compensation and accommodations; oversee the safety committee.
5. ***Reports and communication:*** Submit reports and communicate with funding sources, the Executive Director and Board of Directors; provide Finance Department with quarterly and year-end payroll reports and and W-2 forms to employees; and prepare government labor reports.

6. **Program assessment:** Provide periodic review, evaluation, and modification of the agency human resource needs.

Supervision

1. **Supervise and evaluate** Human Resource staff
2. Utilize **coaching and disciplinary** procedures as necessary for staff under direct supervision

Agency Collaboration

1. Participate in activities of the agency's **Senior Staff** management team.
2. **Communicate** the mission, management decisions, and agency initiatives to Human Resource staff to enhance coordination within the agency.
3. **Agency Committees:** Responsible for Human Resource participation in agency committees including Staff Development, Safety, and Health Promotion
4. Perform other duties as assigned.

Skills and Abilities

1. Work receives limited supervision and requires initiative and self-direction.
2. Decision-making skill that responsibly accounts for impact on staff and consumers.
3. Ability to work well under pressure and meet deadlines with advanced level of organizational skills in managing operational systems.
4. Ability to attend off-site training and meetings, including some evenings, weekends, and overnight out-of-town stays.
5. Ability to maintain confidentiality.
6. Ability to apply local, state, and national laws and codes applicable to Human Resources and select and interpret appropriate guidelines and procedures which may be vague and complex.
7. High level of proficiency in oral and written communication in English.
8. Competent managing cultural diversity in the workplace.
9. Skilled in teamwork and ability to motivate staff with high skill level for managing conflict.
10. Professional leadership and supervision through vision and inspiration to peers and supervisees.
11. Ability to align work with strategies to achieve organizational goals.
12. Advanced mathematical skills to accurately develop and manage budgets.

Working Conditions:

- Office 90%, 10% training, meetings, and community interaction
- Work is frequently stressful and requires ability to meet tight deadlines
- Limited out of town travel

Physical Requirements:

- Ability to bend, stoop, squat, crouch and pull file drawers
- Fine manipulation of hands with repetitive action
- Operate office machines
- Occasional lifting and carrying of up to ten pounds
- Must regularly talk, hear and have close vision ability

Supervises and Guides: Human Resource Specialist

Minimum Qualifications

Grade 4:

1. Bachelor degree in administration or related field with documented course work or subsequent training in human resources administration.
2. Three to five years' experience in human resources administration experience.
3. Two years' experience in staff supervision and oversight.
4. Computer skills including word processing, spread sheets and data software.

Grade 5:

1. Meet the minimum qualifications above;
2. Six years or more of human resources administration experience.

Grade 6:

1. Meet the minimum qualifications above;
2. Professional Human Resource Certification (PHR) or other specialized training.

Approved by Human Resource Director: _____ Date: _____

Approved by Executive Director: _____ Date: _____