HUMAN RESOURCE DIRECTOR

**MAJOR FUNCTION**

The Human Resource Director is responsible for managing all aspects of human resources
including recruitment and retention, training, compensation/payroll, benefits, performance
management, employee relations, policy development and administration, and compliance with
all applicable federal and state regulations. This position reports directly to the Executive
Director.

**PRIMARY FUNCTIONS**

The following statements describe the principal functions of this POSITION and its scope of
responsibility, but should not be considered an all-inclusive listing of work requirements:

1. Function as a member of the management team in supporting the Agency's mission and
strategic direction.

Oversee the development, implementation, and administration of Human Resource
policies and procedures and ensure compliance with applicable laws and regulations.

1. Liaison with management team in providing professional support for human resource
programs and initiatives and ensure reasonable, consistent and accurate human resource
policies and procedures interpretation and application within the Agency.
2. Recruit Agency staff as needed and recommend various personnel actions including, but
not limited to: hiring, training, performance appraisals, and promotions.
3. Advise and assist management team and staff to respond to employee issues/concerns
by interpreting applicable HR policies and procedures and making recommendations as
appropriate.
4. Advise and assist management team and staff in handling employee related issues,
complaints and/or grievances and determination of appropriate disciplinary actions.
5. Direct and oversee all payroll processing functions for Agency and maintain appropriate
documentation for payroll and labor regulations as needed.
6. Responsible for managing unemployment and worker's compensation claims, appeals,
and hearings.

9.. Responsible for managing and administering all benefit programs, including, but not
limited to: health, life, dental, and AD&D insurance and 403(b) retirement plan.

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1. Excellent organizational, analytical and interpersonal skills including outstanding oral
and written communications and problem-solving abilities.
2. Excellent leadership and management skills with proven ability to build and motivate
staff, including strong teaching, coaching and mentoring skills.
3. Demonstrate a clear understanding of accountability in carrying out duties with a high
degree of confidentiality.
4. Responsible for complying with all Federal, State and Local regulations in regard to reporting Affirmative Action, Veteran’s Reporting, EEO reports, E-Verify, Florida wage reports, DCF Reporting.
5. Administration of the agency 403b Retirement Plan.
6. Ensure compliance with DOT drug screening and Dot physical requirements.
7. Administration of the agency worker’s compensation and return to work program.
8. Ensure compliance with DOEA requirements for background screening of all persons who come in contact with the elderly clients.
9. Develop and promote employee recognition programs.
10. High level strategic planning knowledge and ability to implement goals of the agency.

**SECONDARY FUNCTIONS**

• Performs other duties as assigned.

• Perform duties as required in the agency disaster-action plan.

**CUSTOMER SERVICE**

* This position must provide excellent customer service to the Board of Directors,
management team, staff, and outside agencies/businesses in person or by phone
contact.

**SUPERVISION**

**EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS**

***Education and Experience***

* Bachelor’s degree in a relevant course of study or equivalent combination of education
and/or experience.
* Minimum of seven years Human Resource experience with progressive responsibilities
and accountability, including at least two years in a senior-level Human Resource
capacity.

***Licenses***

• Valid Florida Driver License, own reliable vehicle and insurance.

***Certifications***

• PHR or SPHR certification

**POSITION RELATED SKILLS**

To perform this job successfully, an individual must be able to perform each primary function
satisfactorily. The requirements are representative of the required knowledge, skills, and
abilities necessary for this position.

***Language Skills***

• Ability to read, analyze and interpret information.