



CALIFORNIA HUMAN DEVELOPMENT

CREATING OPPORTUNITIES TO END POVERTY

Job Description

JOB TITLE: Director of Human Resources
DEPARTMENT: Human Resources
REPORTS TO: CEO
FLSA STATUS: Exempt
LEVEL:
LOCATION: Santa Rosa
REVISED DATE: 08/12/2020

Summary Description: The Director of Human Resources has overall responsibility for all aspects of the organization's human resources functions. Supervises human resources staff. Oversees the entire employment process from recruitment and hiring through termination. Works with executive management to align company strategy to all human resource activities including policies and procedures. Manages HR operations including design and development, staffing, recruitment, benefits, including 403(b) retirement plan, compensation, training, employee development, workers compensation insurance, and employee relations.

DUTIES AND RESPONSIBILITIES:

- Plans, organizes, and controls all functions and activities of the human resources department.
- Develops, implements, and maintains human resource department goals, objectives, and systems.
- Evaluates reports, decisions, and results of department in relation to established goals.
- Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of the human resources department and the services performed.
- Responsible for developing and complying with the human resources department budget.
- Partners with the executive management team to review and set company strategy.
- Presents recommendations to ensure that all human resource functions are in alignment to support agency strategic plans for each of its business divisions and the agency.
- Participates with executive management in organizational design and development.
- Coaches and counsels program managers, directors, supervisors, and employees in HR related matters.
- Advises management in appropriate resolution of employee-related issues.
- Performs investigations as needed, and works with employment counsel on HR issues.
- Responsible for employee benefits program administration including health insurance, pension plan, leaves of absence, workers compensation, etc.

- Ensures legal and employment law compliance to ensure policies, procedures, and reporting are in compliance with all Local, State and Federal laws.
- Oversees responses and answers any questions and/or requests by EDD, FEHA, EEOC, and other external governmental agencies.
- Represents organization at HR-related hearings, investigations, and legal proceedings.
- Responsible for employee benefit renewals (Confers with management regarding benefit costs, makes recommendation as to employer/employee cost-sharing, oversees open enrollment and benefit meetings and ensures benefit applications are completed timely and accurately).
- Oversees recruitment and selection program and provides direction and support to human resources staff.
- Oversees the development and implementation of new hire orientation at the organizational level.
- Oversees the workers' compensation program to ensure compliance.
- Directs the human resources information system (HRIS) activities that maintain records and procedures for controlling employee information and abstracting and reporting human resources data.
- Oversees the performance review program to ensure effectiveness, compliance, and equity within the organization.
- Oversees the compensation structure to ensure salaries are competitive and aligned within the organization and externally according to market survey data.
- Conducts research as needed for all areas within the HR body of knowledge.
- Oversees and participates in management training and development programs.
- Perform other related duties as assigned.

Supervisory Responsibilities

Supervises employees in the HR department. Is responsible for the overall direction, coordination, and evaluation of the unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Required Skills and Abilities

- Ability to travel to various locations
- Bilingual English/Spanish is highly desirable
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Advanced knowledge of Microsoft Office including, Excel, Word, PowerPoint, Publisher, and Outlook.
- Knowledge of HRIS (IBS) helpful.

Education and/or Experience

- Bachelor's degree (B. A.) from four-year college or university
- Seven years' experience in Human Resources with progressive responsibilities, preferably in a multi-location organization
- Sufficient professional and/or personal experience in personnel management, administration, or management of a similar non-profit organization, which demonstrates the required knowledge and abilities.

Certificates, Licenses, Registrations

- Must possess a valid California drivers' license, proof of auto insurance and be insurable under agency policy if driving a company or personal vehicle.
- PHR/SPHR or SCP preferred

Physical Requirements

Regularly: Sit; Use hands to finger, handle, or feel; Reach with hands and arms;

Frequently: Stand; Talk or hear; Lift up to ten (10) pounds

Occasionally: Walk; Climb or balance; Stoop, kneel, crouch, or crawl; Taste or smell; Lift up to 25 pounds

Vision: Close vision (clear vision at 20 inches or less); Distance vision (clear vision at 20 feet or more); Color vision (ability to identify and distinguish colors); Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point); Depth perception (three-dimensional vision, ability to judge distances and spatial relationships); Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

Work Environment

Occasionally: Fumes or airborne particles;

Noise level: Moderate noise (examples: business office with computers and printers, light traffic)

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, management and stakeholders.

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Reviewed by Human Resources: _____ Date: _____