

**POSITION DESCRIPTION
HOPEWELL CENTER**

POSITION: Human Resources Director
DIVISION: Administration
JOB CATEGORY: (PAT)

DATE WRITTEN: December, 2011
DATE REVISED: April 2021

STATUS: Full Time
FLSA STATUS: Exempt

Incumbent serves as Human Resources Director for the Hopewell Center, responsible for monitoring and coordinating human resources activities of Hopewell Center.

DUTIES:

Coordinates employee recruitment activities including posting and/or placing advertisements for position openings, participating in job fairs, and providing community education regarding the benefits of employment at Hopewell Center.

Screens employment applicants for adherence to position requirements, commitment to essential functions, and minimal salary and benefit criteria.

Researches the reference of employment applicants. Conducts employment history checks, criminal history checks, Bureau of Motor vehicle checks, verification of education level, professional licensure and citizenship. Coordinates agency drug screens.

Coordinates and/or conducts orientation for new employees, including Hopewell Center mission, values, history, industry, organizational structure, services provided, personnel policies and procedures, rules, protocols, facilities, forms, benefits, tax forms, safety training and disability awareness.

Reviews performance appraisals and job descriptions to establish consistency between written expectations and actual position responsibilities.

Assists supervisors in administration of personnel policies, investigates employee complaints, and facilitates resolution of internal conflicts, and performance issues.

Coordinates and monitors all leave and accommodation requests, requesting medical documentation as needed and monitoring of leave timelines.

Provides oversight and assistance to Administrative Coordinator on all First Report of job related injuries. Provides monitoring of ongoing injuries requiring additional follow-up and work restrictions.

Monitors employee satisfaction and provides recommendations to supervisory personnel to address specific concerns. Recommends, coordinates, and evaluates employee appreciation activities.

Coordinates the enrollment, delivery, tracking, and status changes of Center benefits, including 401(k), flex benefits, and health/life insurance and long-term disability. Responds to benefit-related questions and complaints providing clarification to employees. Participates in vendor renewal and update meetings.

Performs related duties as assigned, assuring the best interest of both the agency and the clients' welfare.

I. JOB REQUIREMENTS:

A bachelor's degree in human resources training and development, or related field of study; and minimum 5 years experience in executive level human resources position.

Specific knowledge of regulatory environment for ACA, FMLA, Unemployment, Worker's Compensation, etc.

Ability to effectively communicate orally and in writing with a wide variety of individuals, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Working knowledge of standard English grammar, spelling, and punctuation and to perform simple arithmetic operations.

Ability to operate standard office equipment, including telephone, computer and calculator.

Ability to provide feedback and recommendations to Center administration and management in a professional manner.

Ability to follow all personnel policies and rules of the organization. Ability to maintain confidentiality.

Ability to work alone and with others under minimal supervision and coordinate a variety of ongoing projects.

Ability to travel to an employee's worksite and occasionally travel out of town.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs duties according to agency goals and objectives and standard operating procedures. Incumbent's work involves a wide variety of functions, often requiring careful consideration of unique situations and a variety of interrelated circumstances and choices.

III. RESPONSIBILITY:

Incumbent makes a substantial contribution to the agency's mission Incumbent works with minimal direct supervision, referring to supervisor and occasionally exercising independent judgment. Incumbent's work is reviewed for adherence to and attainment of agency objectives and prior instructions and soundness in judgment in assessing potential job candidates.

IV. PERSONAL WORK RELATIONS:

Incumbent maintains frequent contact with agency personnel and clients, representatives from business and industry, community leaders, and members of general public for the purpose of explaining and interpreting agency policies, furthering agency goals and objectives, rendering technical assistance, assessing job applicants, and problem solving.

Incumbent reports directly to the Executive Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a modern office environment with no unusual physical demands. Daily activities may require walking, standing, sitting, bending, squatting, driving, close/far vision, fingering, grasping, hearing sounds, and eye/hand coordination. The incumbent is required to cooperate a motor vehicle to attend meetings, events, etc. The incumbent occasionally may travel out of town.

EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Human Resources Director describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Applicant/Employee's signature

Date

Print/Type name