

ECONOMIC SECURITY CORPORATION

Job Description

Job Title: Human Resources Director
Department: Human Resources
Reports To: Chief Executive Officer
FLSA Status: Exempt
Prepared Date: September 17, 2019
Job Classification: Grade 10

SUMMARY

The Director of Human Resources is responsible for providing the day-to-day operations of all human resource functions. This includes: recruitment, new employee orientation, compensation administration, benefits administration, performance management program administration, employee relations and employee policies. Also responsible for recommending, formulating and implementing policies and procedures to ensure staff members are able to conduct their work as effective and efficiently as possible.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Annually reviews and makes recommendations to management for improvement of agency policies, procedures, and practices on personnel matters.
2. Designs personnel forms and directs the maintenance of personnel records for all agency employees.
3. Advises division directors of changes to agency personnel policies and procedures and directs publication of changes to all agency employees to ensure proper compliance is followed.
4. Identifies legal requirements of government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.
5. Consults legal counsel to ensure that policies comply with federal and state law.
6. Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other divisions in the agency.
7. Responds to inquiries regarding policies, procedures, and programs.
8. Develops and administers an effective staff and hiring program, including coordinating with hiring managers to develop position descriptions, review resumes, and ensure background/reference verification is completed.
9. Develops and maintains a human resource's system that meets agency personnel information needs.
10. Accepts all applications and works with applicants and division directors to fill job openings.
11. Provides public information such as verifying employment.
12. Plans and conducts new employee orientation.
13. Coordinates with the agency in the preparation and administration of the agency wage and salary program.
14. Develops and coordinates a comprehensive exit interview procedure to determine reasons behind separation and make recommendations for improvement as necessary.
15. Advises management in appropriate resolution of employee relations issues.
16. Consults with legal counsel as appropriate, and/or as directed by the Chief Executive Officer on personnel matters.
17. Represents the agency at personnel related hearings and investigations.
18. Monitors unemployment claims and assists departments with appeals.
19. Administers the agency job description program including regular review of all agency job descriptions to ensure they are in compliance with all federal and state laws.
20. Coordinates agency use of insurance broker, insurance carriers, and other outside sources with the Chief Executive Officer and Deputy Director.
21. Conducts open enrollment meetings and other benefits related work.
22. Administers Family Medical Leave (FMLA) program.
23. Arranges and conducts employee presentations and enrollments for the group insurance benefits.

24. Ensures proper compliance of the group employee benefits with all applicable laws and regulations.
25. Administers the Substance Abuse Program and ensures it is in compliance with all governmental regulations.
26. Informs agency employees of all changes to the Substance Abuse Policy.
27. Coordinates risk management program for the agency.
28. Coordinates the safety program for the agency.
29. Monitors workers' compensation claims and coordinates work between employee and insurance carrier.

SUPERVISORY RESPONSIBILITIES

Directly supervises two employees in the Human Resources Division. 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.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. 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, Business Management or related field from four-year college or university and one to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

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.

REASONING ABILITY

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.

COMPUTER SKILLS

Proficient personal computer skills, including electronic mail, record-keeping, routine database activity, word processing, spreadsheet, graphics, etc.

PLANNING/ORGANIZATION

Handle multiple projects simultaneously.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license, have reliable transportation and meet Missouri automobile liability minimum requirements.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; and talk or hear. The employee frequently uses hands to finger, handle or feel. The employee must occasionally stand or walk. Specific vision abilities required by this job include close vision and color vision. The employee must have manual dexterity sufficient to reach/handle items and work with fingers. The employee performs sedentary physical activity performing non-strenuous daily activities of an administrative nature.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditions for this position are in a well-lighted, heated and/or air-conditioned indoor office/production setting with adequate ventilation and moderate noise.

Employee Signature

Date

Employee Name