



**Job Title: HUMAN RESOURCE DIRECTOR**

**FLSA Status:** Exempt –Full Time

**Summary of Job:**

The Human Resource Director is responsible for the strategic planning and implementation of human resource programs to include professional and auxiliary staffing, wage and salary administration, leave administration, performance appraisal, and employee relations. Recommend and implement legally sound and effective human resource management programs, policies, and practices.

**Human Resource Director reports to the Chief Operating Officer**

**Direct Staff Supervised:** HR Manager

**Other Key Relationships:**

The Human Resource Director will interact and develop relationships with ELNC Staff, partners, parents, community partners, volunteers and other community early childhood program peers.

**Essential Job Functions:**

1. Develop and execute annual plan, including benchmarks and milestones, for human resources in alignment with organizational core values as adopted by the board. Identify current and future needs of the organization and align processes and procedures including recruitment, selection, on-boarding, and professional and leadership development, training, evaluation, and retention strategies.
2. Develop and execute a system for grievances, allegations of employee misconduct, discrimination, harassment, and whistleblower complaints for all employees.
3. Develop and execute a system for employee performance appraisal system and ensure that supervisors have proper training. Assist supervisors and principals with employee counseling, improvement plans, and due process procedures, where needed.
4. Plan, evaluate and administer the equal employment opportunity provisions and work cooperatively with others to ensure compliance with federal and state laws and regulations.
5. Oversee the development and revision of manual, policies/regulations, guidelines, and standards; interpret and ensure compliance with organizational policies and procedures.
6. Develop and update trainings for administrators related to pertinent Human Resources topics including appraisal and evaluation, effective hiring practices, mediation and grievance procedures, and legal updates.

7. Recommend policies that improve human resource related programs.
8. Participate in professional development activities to maintain current knowledge of human resource rules, regulations, and practices.
9. Ensure that all employee records are maintained and remain confidential per Compile, maintain, and file all physical and computerized reports, records, and other documents in compliance with federal and state laws and regulations.
10. All other duties as assigned.

**Essential Competencies Required:**

- Flexibility/Resilience – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- Ability to Multi-Task – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadlines.
- Results-Oriented Thinking and Behavior – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle for mediocrity.

**Knowledge, Skills and Abilities:**

- Knowledge of complex helping systems, professions, and organizations and how they affect children and family welfare, and the multiple uses of such systems, professions and organizations to deliver services.
- Knowledge of safety regulations, practices and procedures.
- Ability to work well with others in a team approach.
- Ability to communicate effectively, both orally and in writing.
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.

**Additional requirements of the position:**

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed.
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations.
- Walking, standing, bending, and carrying of small and light objects.

**Minimum Required Education and Experience:**

- Bachelor's Degree in human resources, organizational development, public administration preferred.
- Experience Required: Minimum of 5 + years in Human Resource related experience preferably in non-profit setting.
- High level of proficiency in digital skills is required.
- Knowledge of computer web-based programs, Word, Excel and PowerPoint
- Proven Self Starter