

## **JOB TITLE: DIRECTOR OF HUMAN RESOURCES**

**JOB PURPOSE:** Under the supervision of the Chief Executive Director, the Director of Human Resources maintains and enhances the organizational's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs and practices.

Department: Administration

Status: Exempted

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### **1.0. Essential Job Functions**

- 1.1. Maintains the work structure by updating job requirements and job descriptions for all positions.
- 1.2. Maintains organizational staff by establishing a recruiting, testing and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- 1.3. Assists in revising the personnel policies and procedures of the organization to conform with organizational demands, applicable state and federal laws.
- 1.4. Prepares employees for assignments by establishing and conducting orientation and training programs.
- 1.5. Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving grievances; counseling employees and supervisors.
- 1.6. Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
- 1.7. Ensures legal compliance by monitoring and implementing applicable local, federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
- 1.8. Ensures that the organization is in compliance with Joint Commission standards for credentialing and privileging of licensed practical providers (LIPs).
- 1.9. Maintains management guidelines by preparing, updating and recommending human resources policies and procedures.

- 1.10. Maintains historical human resources records by designing a filing and retrieval system; keeping past and current records.
- 1.11. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- 1.12. Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
- 1.13. Contributes to team effort by accomplishing related results as needed.
- 1.14. Maintains human resources data base and records by entering data from change notices.
- 1.15. Maintains employee confidence and protects operations by keeping personnel data confidential.
- 1.16. Complies with federal, state and local legal requirements by following policies and procedures.
- 1.17. Reviews personnel actions including merit increases, promotions, transfers, grievances and disciplinary actions.
- 1.18. Attend a variety of administrative meeting to make policy decisions and to identify and seek solutions to complex personnel problems.
- 1.19. Participates in developing organizational goals and objectives.
- 1.20. Designs and develops job specifications
- 1.21. Designs and develop, along with each department head, goals and objectives that are specific, measurable and conform to performance standards and appraisals.
- 1.22. Develops recruitment and retention presentations in conjunction with the Executive Director and Board of Directors.
- 1.23. Performs grant writing activities for the organization.

## **2.0. Education/Skills**

- 2.1. B.S. in Administration or equivalent with at least five years experience in Community health.
- 2.2. Understanding of personnel practices and theories.
- 2.3. Skills in establishing and maintaining effective working relationships with employees and the general public.
- 2.4. Strong written, verbal, analytical and interpersonal skills.

2.5. Ability to perform under stress, organize and prioritize work, and meet deadlines

**3.0. Physical and Environmental Demands**

3.1. Must continuously listen, visualize and have dexterity and eye-hand coordination; ability for simple grasping and speed work. Must demonstrate positive personal attributes such as professionalism, honesty and integrity. Must frequently sit, reach and use both right and left forearm rotation and walk. Must occasionally kneel, twist, have ability to grasp firmly, lift and carry, push and pull in excess of 10 pounds. Requires corrected and hearing to normal range. Requires working under stressful conditions at times.

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I acknowledge that I have read this job description and I understand and accept the performance expectations described above.

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Employee's Signature

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Date

I have reviewed position description, including all positions with the employee.

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Supervisor Signature

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Date