

JOB DESCRIPTION

POSITION TITLE: HUMAN RESOURCES DIRECTOR (EXEMPT)
IMMEDIATE SUPERVISOR: EXECUTIVE DIRECTOR
SALARY: GRADE 38 \$5257.50 – 6550.29 Per Month WC CODE 8742

JOB SUMMARY

This position has overall responsibility for all human resource functions within the organization. The scope includes, but is not limited to, the planning, development and implementation of initiatives and activities relating to employee relations; benefits administration; salary administration; policies/procedures; staffing; performance management; health and safety; immigration; HRIS systems administration; and legal compliance (EEO, wage and hour, etc.). The Director of Human Resources works in conjunction with the senior management team of the organization to make or recommend appropriate decisions and actions, and may be an advisor to the team on matters that either directly or peripherally affect the human resource function of the organization.

PRIMARY RESPONSIBILITIES:

Primary responsibilities are subject to current goals and objectives of the organization, but in general will include:

1. **Staffing:** (recruiting, hiring, discipline, terminations). Manage headcount and performance management activities of the organization. This includes management of all requisition, advertising, interviewing, offer negotiation, hiring and orientation, termination and exit procedures.
2. **Compensation Management:** Ensure organization's compensation structure is compliant with applicable law, meets market standards and serves as an effective retention tool. This also includes reward, recognition, and retention programs and activities. Facilitates completion of job descriptions and performance measurement activities. Conducts annual salary surveys and develops merit increase structures.
3. **Compliance Maintenance:** Ensure ongoing compliance of all legal and organizational requirements, standards, and procedures. This includes but is not limited to developing and maintaining policies/policy handbook, legal filings/postings, immigration, benefits (ERISA, COBRA) compliance, training (sexual harassment and safety), Federal and State time off requirements (FMLS, CFRA, PDL), and other employment law regulations and requirements.
4. **Training:** Work in collaboration with the senior management team on identifying and securing professional development opportunities for employees.
5. **Employee Relations:** Address and resolve employee issues timely, effectively, and objectively.
6. **Union Relations:** Address and resolve collective bargaining employee/union issues timely, effectively, and objectively including managing grievance processes and union-management meet and confer issues.
7. **Performance Management:** Develop, administer and maintain effective performance measurement and management tools, procedures, and systems to enable growth and development of staff and the organization as a whole.
8. **Benefits Administration:** This includes claims resolution, change reporting, invoice processing, vendor relationship management, enrollment/termination processing, and annual market survey analysis.
9. **Record keeping:** Maintain all personnel files including benefits, immigration, workers' compensation files. Manage HRIS system and maintenance/updating of all employee data. Maintain company organization chart.

Additional primary responsibilities may be assigned or acquired as deemed necessary by management.

KNOWLEDGE, SKILLS AND ABILITIES:

Secondary Responsibilities:

Secondary responsibilities are subject to the goals and objectives of the organization, but in general will include:

- Payroll administration issues
- Department budgeting and expenditures
- Facilities administration issues
- 401k program administration
- Training and development

Additional secondary responsibilities may be assigned or acquired as deemed necessary by management.

Principal Accountabilities:

Principal accountabilities are subject to the goals and objectives of the organization, but in general will include:

- Maintain confidentiality of all employee information and sensitive departmental data
- Human Resource programs development and administration (includes benefit plans and policies, compensation, performance, etc.)
- Legal compliance of all Human Resources functions
- Effective and accurate record keeping and reporting systems
- Management of the HR function to meet financial and organizational goals

Key Metrics:

- Timely and effective development and delivery of programs and initiatives
- Accuracy in all record keeping and administrative functions
- Thorough communication of all programs, initiatives, policies, etc.
- Legal and organizational compliance maintained
- Confidence and effective collaboration established with senior management team and employees

Knowledge and Experience Required:

BA/BS degree and minimum 8 years of human resource generalist experience required, with at least two years in a cross-functional management role. Must be well versed in California employment law and practices, as well as possess an understanding of industry trends, current practices, and new developments. PHR or SPHR certification is preferred.

Skills and Abilities Required:

Strong communication skills (oral, written and presentation skills) are required. Possess the ability of resolving conflicts through strong conflict resolution skills. Very strong organization and follow-up skills are critical. The ability to interact effectively with all levels of senior management up through Board of Directors' level to gain consensus and feedback on decisions and initiatives is required. The ability to multi-task and prioritize daily, as well as long term, objectives and tasks is also required. Must possess a strategic focus as well as an operational, implementation, and detail-oriented perspective. Must be able to maintain a sense of objectivity and confidence at all times, particularly when resolving disputes or handling sensitive issues. Ability to drive to each KCAO facility for the purpose of visiting staff, training and safety inspections. Strong computer skills (word processing, spreadsheet, database, Internet) required. Functional HRIS systems administration skills are also required.

Supervisory Responsibilities:

Supervises the activities of shared (non-dedicated) benefits and salary administration support personnel. Both exempt and non-exempt staff members of the Human Resources Department whose primary responsibilities are to support the human resource functions within the organization.

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 assist qualified individuals with disabilities in performing the essential functions.

While performing the duties of this job, the employee is required to stand, walk, lift, sit for lengthy periods of time (8 hours or more per day), frequently use hands to finger, handle or feel objects, tools or controls such as pens to write and computer keyboard and mouse, requiring repetitive motion of fingers, hand, wrist and arms for lengthy periods of time; frequently reach with hands and arms; occasionally climb flights of stairs; talk and hear through frequent use of telephone throughout the day (also requiring repetitive motion of fingers, elbow and hand). The employee must frequently bend and stoop to access files. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

Please submit all completed application packets or to view
Application and job description visit:
Kings Community Action Organization, Inc.
1130 W 11th Ave Hanford, CA 93230
(559) 582-4386; www.kcao.org
Fax (559-582-4308, nellis@kcao.org)
Filing Deadline: FEBRUARY 5, 2012 @5:00PM
EQUAL OPPORTUNITY EMPLOYER

Employment with KCAO is on an "at will" basis, meaning that either the employee or the Company may terminate the employee's employment at any time for any reason or no reason, without further obligation or liability.