

Director of Human Resources Job Description

Job Title: Director of Human Resources	Effective Date: February 2011
Department: Human Resources	FLSA Status: Salaried, Exempt
Reports To:	
Approval Signature:	Approval Date:

PURPOSE AND SCOPE

Oversees and ensures the highest standards of Human Resources administration, operation and policy consistent with each client's & HiHR's individual character and positioning. Insure a positive employee work environment. Work closely with all functional areas to coordinate and maintain consistent HR services and support. Provide strong leadership for the company in meeting the business objectives. Exercise sound professional judgment in development and execution of HR responsibilities.

ESSENTIAL JOB FUNCTIONS

Provides consultation and assistance to clients on employee relations issues including performance appraisals; coaching, training, and counseling employees; preparing proper documentation of employment actions; and taking appropriate corrective action in accordance with company employee relations policies and procedures

Develop and work with other key staff to implement a strategic plan for offering comprehensive HR services to clients. Establish timelines, identify critical services, manage company resources, coordinate staff involvement, and apply evaluative tools towards the delivery of best-in-class HR for all clients.

Manage reporting and tracking of all insurance related claims, such as Worker's Compensation and TDI. Maintain current files and return of work status for employees affected. Implementation & management of company safety program. Identify and manage the company's risk and exposure to all claims. Implement corrective action and develop new policies as appropriate.

Develops and maintains standards for operational consistency. Develops procedures and policies for all operational areas; ensures that they are implemented and on going.

Works with senior leadership in the review of the financial results and takes necessary actions to achieve/ exceed the established financial goals. Assures that prompt and cost effective solutions are implemented to unanticipated client-focused issues.

Exercise a wide degree of discretion and independent judgment as the company's key compliance officer for all HR related issues. Develop and update internal policies and procedures as required.

Deliver best-in-class customer service to clients and employees at all times, with an emphasis on being responsive, professional, and accurate.

Serve as an authoritative resource to clients and employees in providing HR services. Manage client expectations and assist their understanding of HR laws and regulations. Interpret and formulate opinions/responses relating to client HR issues.

Conduct training and development workshops for staff and clients on management and compliance topics.

Will represent the company in unemployment and WC hearings, company/client investigations; prepare responses to federal and state enforcement agencies.

Conducts compensation and benefit surveys; identifying and analyzing training needs; developing and presenting internal and external training programs for clients and the Company.

Manages in the implementation, administration and communication of compensation and benefits programs for clients.

Oversees the development, implementation and administration of: employee recognition programs, human resource policies and procedures; other employee relations programs and projects that contribute to a positive and productive work environment for our clients and HiHR.

Performs other related duties as may be required or assigned by the Chief Operating Officer

KNOWLEDGE/SKILLS REQUIRED

BA from an accredited college or university with a major in Business, Human Resources or other related field; a minimum of five to seven years of responsible experience in Human Resources, or any combination of education and experience which would provide the necessary knowledge, skills and abilities to meet the minimum qualifications to perform the essential functions of this position.

Working knowledge of computer operations (MS Word, MS Outlook, Excel, MS Office, and PowerPoint). Up-to-date working knowledge on the following personnel functions: training/development, labor relation, benefit administration, performance issues, recruitment/selection.

Familiarity with personnel legal issues, federal & state employment laws, ability to create effective policies and procedures that are applicable to the facility; ability to counsel/advise management and employees on personnel related matters.

Superior verbal & written communication skills; ability to receive and give instructions; ability to make presentations to company management and clients.

PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires working under deadlines and effectively dealing with frustrating situations; and establishing and maintaining cooperative and productive work relationships.

Attention to detail; written and verbal comprehension; logical reasoning; ability to formulate ideas and opinions; ability to handle multiple priorities; ability to anticipate needs of the company; implement short and long term solutions to needs; ability to plan and implement projects; ability to resolve complicated / technical issues.

Must be physically able to access all work areas and perform all tasks and services required to fully perform the requirements of the job. Job duties necessitate sitting, fingering, grasping, writing, standing, stretching, bending, walking and repetitive motions. Ability to lift up to 25 pounds.

Duties require the use of considerable initiative, inquiry, judgment, problem solving and working under minimal direction.

Requires communicating effectively both orally and in writing, giving instructions or directives to others; following instructions or established procedures.

Ability to write and compose correspondence, contracts, memorandums and reports manually and through the computer or e-mail; ability to negotiate contracts.

Must be able to travel as required; overnight or extended stays as needed.

Availability to work additional hours or weekends, as projects demand.

The company reserves the right to change or modify all job descriptions as needed. Managers will advise Human Resources of those changes before they come into effect so that the job description can be updated. Managers are responsible for notifying team members of those changes.

Please direct any questions regarding this job description to you manager.

I hereby acknowledge and accept all responsibilities as a Director of Human Resources.

Print Name

Signature

Date