

Job Title:	Director, Human Resources	Job Category:	Exempt
Department:	Finance & Admin	Position Type	Full Time
Reports To:	VP, Finance & Admin	Supervises:	HR Managers
Last Updated By:	Mary Telford	Date/Time:	10/10/22

Job Summary:

The Director of Human Resources is responsible for directing the planning, development, implementation, administration, and budgeting of most or all of the human resources functions including, but not limited to, the following: employment, recruitment, employee relations, EEO, Visa processing (H1B), compensation/benefits, and organizational development. The position is expected to develop and drive creative HR initiatives and activities.

Duties:

The essential functions include, but are not limited to the following:

- Oversee and manage the Human Resources department; plan, organize, and control all activities of the department
- Develop and administer various human resources plans and procedures for all company personnel; directing the development of department goals, objectives, and systems
- Implement and annually update compensation programs; conduct annual salary surveys and develop merit pool (salary budget), analyze compensation, and monitor performance evaluation programs and revise as necessary
- Develop, recommend, and implement personnel policies and procedures, and maintain employee handbook
- Perform benefit administration to include annual re-evaluation of policies for cost effectiveness
- Develop and implement strategic recruitment plan ensuring selection of highly qualified personnel
- Establish and maintain department records and reports; recommend new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed
- Advise management on organizational policy matters, such as equal employment opportunity and sexual harassment, and recommend needed changes
- Participate in administrative staff meetings; attend other meetings with business partners as necessary
- Perform difficult staffing duties, internal investigations, and the termination process. Advise on the performance improvement process for under-performing team members. Represent organization at personnel-related hearings and investigations.
- Perform other duties as assigned
- Oversee special projects related to people and HR issues.

Skills/qualifications:

- Bachelor's degree in Business or related field preferred
- A minimum of seven years related HR experience, at least five of these years in a management role
- Broad generalist background including coaching and counseling, performance management, employee involvement, teambuilding, as well as compensation and benefits
- Thorough knowledge of HR principles and federal/local regulations
- Experience in implementing and administering performance programs, preferably in a company that put strong emphasis on performance metrics
- Must have demonstrated success in recruiting and retaining diverse employee talent, including creating



and implementing recruitment strategies

- Exceptional project and personnel management skills
- Excellent ability to multi-task and prioritize in a busy, fast-growth environment
- Proficiency in MS Word, Excel and Power Point is essential
- Exhibit extraordinary discretion, flexibility, and willingness to work closely with our senior management team

Physical Demands and Work Environment

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

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers; handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Salary: \$110,000