

# York County Community Action Corp.

## Human Resource Director

### Job Description

**REPORTS TO:** Deputy Director

**STATUS:** Exempt/Full Time

**PAY GRADE:** 8

**PURPOSE:** The Director of Human Resources enables YCCAC to provide services of consistently high quality by ensuring that the organization attracts and maintains competent, highly trained and motivated staff. The Director helps YCCAC to manage and mitigate risk by ensuring equity in the workplace, compliance with all applicable laws and regulations, and a culture in which employees feel fairly treated and valued.

#### **RESPONSIBILITIES:**

1. Develops and implements policies, processes, training and initiatives to achieve YCCAC's human resources objectives.
2. Monitors and ensures YCCAC's compliance with federal, state, and local employment laws and regulations.
3. Monitors all policies related to personnel to maintain compliance with applicable regulations, and recommends policy amendments to Executive staff for Board approval.
4. Administers human resource processes including, but not limited to, wages, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; occupational health and safety; training; and leadership development.
5. Collaborates with senior leadership to understand and implement YCCAC's goals and strategy related to staffing, recruiting, and retention.
6. Designs and maintains a compensation plan that is responsive to organizational needs and market conditions. Reviews the plan annually and makes recommendations to the Executive team regarding appropriate amendments.
7. Oversees the administration of the employee benefit programs and acts as plan administrator to the organization's annuity plans.
8. Advises management on personnel related matters, and supports management in promoting productivity, staff recognition, and morale.
9. Monitors employee related data to identify trends and uses that data to recommend revisions to employee practices and procedures.
10. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to senior leadership.
11. Maintains a working knowledge of the Workers' Compensation Act and oversees the effective execution of case management, return to work documentation and related accommodations. Maintains OSHA Logs for the organization.

12. Contributes to the creation and management of the Administrative budget, monitors expenditures within the HR department, and adjusts expenditures as necessary, with the support of the CFO.
13. Hires, trains, supervises HR staff and maintains a staffing pattern appropriate to meet the demands on the department.
14. Ensures the confidentiality of all HR documents and personnel matters processed in the HR office. Exercises excellent judgment around the sensitivity of documents and conversations within the HR arena. Ensures proper recordkeeping, record retention requirements are followed within department.
15. Is well versed and maintains a working knowledge of commonly used HR management software.
16. Works with the Director of Operations on safety issues within the organization and works with safety consultants and audits with YCCAC's Workers' Compensation carrier.
17. Must be able to travel to various YCCAC sites, conferences, etc.
18. Performs other duties as assigned, or as necessary to fulfill the position.

### **Qualifications:**

1. Master's degree in Human Resources, Business Administration, or related field, or a Law Degree, strongly preferred. Bachelor's Degree and at least 10 years of senior level demonstrated successful human resource managerial experience in a health, education and/or human service organization may be acceptable.
2. SHRM-CP or SHRM-SCP highly preferred.
3. Strong analytical and problem-solving skills.
4. Excellent verbal and written communication skills.
5. Excellent interpersonal and negotiation skills.
6. Excellent organizational skills and attention to detail.
7. Excellent time management skills with a proven ability to meet deadlines.
8. Strong supervisory and leadership skills.
9. Ability to adapt to the needs of the organization and employees.
10. Ability to prioritize tasks and to delegate them when appropriate.
11. Proven experience in a position requiring accuracy, attention to details and thoroughness.
12. Proficient with Microsoft Office Suite or related software.
13. Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.
14. Displays integrity.
15. Must enjoy working with others and working in a collaborative environment.
16. Must not have an active record on the System for Award Management (SAM) website.

### **Responsibility for Safety and Health:**

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Deputy Director any hazardous condition or equipment immediately.
3. Attend required safety trainings.

**Physical Requirement:**

Physical Essential Functions of the position

Bending	<input type="radio"/>	Sitting	<input type="radio"/>	N (Not applicable)
Carrying	<input type="radio"/>	Standing	<input type="radio"/>	O (Occasionally) on/off up to 3 hrs. per day
Driving	<input type="radio"/>	Talking	<input type="radio"/>	F (Frequently) on/off up to 6 hrs. per day
Handling	<input type="radio"/>	Walking	<input type="radio"/>	C (Constantly) all the time, over 6 hrs. per day
Hearing	<input type="radio"/>	<u>Lift/Carry</u>		
Keyboarding	<input type="radio"/>	20 lbs or less	<input type="radio"/>	
Kneeling	<input type="radio"/>	<u>Push/Pull</u>		
Reaching	<input type="radio"/>	12 lbs or less	<input type="radio"/>	

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Human Resource Director** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or without notice. I further understand that should I desire to resign a four (4) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

Employee (print) name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_