

JOB TITLE: Human Resources Director
DEPARTMENT: Administration
REPORTS TO: Executive Director
POSITION(S) SUPERVISED: Human Resources Assistant
REVISION DATE: January 2012
FLSA: Exempt
APPROVED DATE: January 25, 2012
APPROVED BY: Executive Director



POSITION SUMMARY: The Human Resources Director provides direction, development, implementation, maintenance, and monitoring of four major areas:

- Employee relations
- Payroll administration
- Employee health and welfare benefits
- Local, state, and federal compliance and reporting

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Employee Relations**
 - Cultivates and implements strategies to attract, motivate and retain talented employees as part of an engaged and productive workforce.
 - Executes talent management initiatives in the areas of on-boarding, orientation, performance review planning and completion, training and staff development.
 - Maintains and provides guidance, advice and counsel regarding policy and procedures to supervisors, managers and members of the Leadership Team.
 - Coaches and conducts conflict resolution and litigation avoidance, minimizes risk to organization in employee disputes.
 - Oversees the maintenance of records and systems management (HRIS) including OSHA/DOT regulations compliance.
 - Manages staff training and development initiatives (wellness, employee recognition and performance incentive programs)
- **Payroll Administration**
 - Develops and maintains comprehensive compensation program to provide motivation, incentives and rewards for effective performance. Annual reviews and recommends updates based on market trends and organizational performance.
 - Oversees the accurate processing of bi-weekly payroll (via HRIS), tax and garnishment reporting.
- **Employee Health and Welfare Benefits**
 - Provides oversight and hand-on administration of payroll, employee benefits (health, life, dental, disability, retirement programs, paid time off and FMLA), and wellness initiatives.
- **Local, state and federal compliance and reporting**
 - Ensures legal compliance with federal and state employment laws and OSHA/DOT regulations.
- **Other**
 - Manages internal and external HR Committees
 - Responsible for workforce planning and annual HR budget

The HR Director may perform other duties as assigned to attain organizational goals and objectives.

OTHER KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Strong skills in interpersonal communication, writing, and organization.
- Ability to handle confidential information with great sensitivity.
- Good reasoning abilities. Sound judgment.
- Ability to work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Advanced computer skills (MS Word, MS Excel, Accounting Software and Human Resources Software – ADP preferred).
- Extensive knowledge of HR and personnel management practices, laws, government regulations and policies.

- Extensive knowledge of health and wellness plans, including Section 125 cafeteria plans (flexible spending accounts) and 401(k) retirement plans, including maintenance, recordkeeping, and reporting requirements.

Additional Job Requirements:

- Clearance of background investigation and drug screen.
- Must be able to pass physical examination.

Core Competencies:

- Strong skills in interpersonal communication,
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
- Speaking - Talking to others to convey information effectively.
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Writing - Communicating effectively in writing as appropriate for the needs of the audience.
- Time Management - Managing one's own time effectively.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

PERSONAL CHARACTERISTICS AND PROFESSIONAL REQUIREMENTS:

- Integrity, enthusiasm, perspective, flexibility, and a strong work ethic
- A desire to be a part of an innovative, entrepreneurial organization with the ability to prioritize, move quickly, and maintain strong follow-through in a dynamic environment
- Superior writing and oral communication skills; ability to understand and translate information for Intended audiences with clarity, crispness, and elegance
- A deep appreciation for, and an ability to articulate, the mission of the Regional Food Bank of Oklahoma
- The intellectual depth, maturity, wisdom, and collaborative skills to garner the trust and confidence of Donors, volunteer leaders, staff and other constituents
- Excellent interpersonal skills with a demonstrated ability to work well with people at all levels, and a strong commitment to teamwork.

Qualifications: Bachelors Degree in Human Resources, Business Administration or related field. PHR/SPHR preferred. Three to five years of progressively responsible experience in human resources, of which half must be in management.

Physical Demands: This position works in a typical office setting, but may be exposed to extreme temperatures in a warehouse setting. There may be extended periods of sitting, standing and/or bending; listening, talking and/or visual concentration; writing and/or computer use. This position would normally have routine opportunities to alter physical position or change eye focus. Lifting should not normally exceed 30 pounds.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

ACCEPTED BY: _____

DATE: _____

APPROVED BY: _____

DATE: _____

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