



JOB DESCRIPTION

Position: Director of Human Resources

Department: Human Resources

Reports to: Group Vice President

Position Summary:

This position is responsible for the design, implementation, and monitoring of human resources programs and policies including recruiting, training and development, performance management, compensation, benefits, equal opportunity and diversity. Ensures compliance with federal and state laws and regulations.

Principal Duties and Responsibilities:

1. Recruitment: Internal/external posting, interviews/assessments, reference and background checks, offer negotiation, employment letter presentation, orientation, and wrap-up.
2. Employee Benefits: Provider bid process, service negotiation, organization liaison, employee orientation/enrollment meetings, coordinate payroll deductions with Accounting Department, respond to inquiries from employees on plan benefits; disseminate plan communication/updates.
3. Staff Development/Work Plans: Organize professional development for staff, identify and vet training options, work with supervisory staff on employee work and success plans; conflict resolution, performance issue guidance and management with employee and supervisor, performance improvement plan development and maintenance.
4. Organizational policies and procedures: Maintain and update employee handbook, policies, and procedures.
5. Personnel and Medical File maintenance: Maintain all appropriate documentation in personnel and medical files for

- current and former employees; respond to external requests for employee employment information.
6. Employee Departure/Discharge: Provide guidance to supervisor, manage departure timing, exit interview and collect FGCC equipment (as provided by IT), assure documentation completed by supervisor, notify IT, Accounting; provide CEO with draft notice to employees.
 7. Develop/maintain recordkeeping system using appropriate technology.

Minimum Required Knowledge, Experience, Skills and Abilities:

1. Bachelor's Degree in Business, Human Resources Management or other related field; Master's Degree preferred.
2. Minimum of five (5) years of experience managing human resources functions.
3. Knowledge of federal and state employment laws and regulations.
4. Ability to communicate clearly orally and in writing.
5. Ability to define problems, collect information, establish facts, draw conclusions and formulate recommendations.
6. Excellent time management skills with the ability to handle multiple tasks and prioritize them appropriately in a dynamic environment.
7. Fully capable using HR database system, Microsoft Suite and email systems.

Salary: Commensurate with experience.

Revised: October 8, 2018