



JOB DESCRIPTION

Human Resources Director

Nature of Work

This is highly specialized and confidential support operating under the direct and general administrative direction of the Chief Executive Officer, with significant independence. The Human Resources Director provides assistance to members of the Board of Commissioners and the Executive Management staff, and supervises the HR Specialist and Administrative Assistant. Duties may include clerical assistance with correspondence; assistance with board activities; and secretarial support, as well as routine office related functions.

Classification Standards

Administers employee health, welfare and retirement plans. Benefit programs include: 401 (k) Retirement Plan and Pension Loans, medical/dental/vision, long-term disability, workers' compensation, leave of absence, Section 125 Cafeteria Plan, etc. Acts as liaison between employees, insurance providers and to resolve benefit related problems and ensure effective utilization of plans. Provides administrative support to human resources function as needed (e.g. correspondence generation, record keeping, and file maintenance). Ensures plans are administered in accordance with federal and state regulations and plan provision are followed.

Essential Job Functions

Duties include, but are not limited to, the following:

- Administer health, dental, vision and other benefits plans. Processes required documents through payroll and insurance providers to ensure accurate record keeping, proper deductions. Review Insurance billings for accuracy, codes and advances for payment.
- Creation and maintenance of hardcopy and electronic human resources records and files, Management of all individual personnel actions.
- Coordination and monitoring of all search and hiring processes.
- Interpret and apply personnel policies & procedures and memorandum of understanding.
- Comply in requests for information from the public or other agencies regarding compensation data.
- Report Current Employment Statistics (CES) to the Bureau of Labor Statistics.
- Provide payroll processing oversight through a 3rd Party contractor.

- Maintain the Retention Files and Store Room

“This opportunity is covered under Section 3 of the HUD Act of 1968”

DESCRIPTION
Human Resources Director, Continued

- Submit ACH payment to bank for Housing Choice Voucher program landlords.
- Maintain and Void checks.
- System Administrator for Enterprise Income Verification (EIV) System, PIH Information Center (PIC), Lindsey System, etc.
- Server Administrator for the system backup tapes in Lindsey.
- Investigates property and liability insurance claims.
- Processes workers compensation claims.
- Respond to unemployment Insurance claims

Secondary Functions

- Vendor Check Stamping; accurately keys all payroll related data necessary to process payroll.
- Maintain the master copy of the company job description manual and ensure all copies are updated; maintain attendance calendar for staff; conducts and coordinates exit interviews; & backup for key custodian of checks.

Management Responsibility

- Demonstrate the ability to communicate and interface effectively and professionally with internal departments, clients, and external contacts to the organization.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Possess a high degree of proficiency with MS Office products including Word, Excel, Access, Power Point and Outlook.
- Demonstrated ability to handle multiple tasks simultaneously. Exceptional organizational skills required. Ability to meet designated deadlines is also a critical qualification.
- The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned, but rather to give the team member a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 10 pounds at times.
- Also, the ability to drive an automobile, manual dexterity is required to operate a computer, and regular attendance is required.

Working Conditions

- Indoors - The worker is subject to environmental conditions and activities that occur indoors.

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DESCRIPTION
Human Resources Director, Continued

Minimum Qualifications

Experience – Seven (7) years of increasingly responsible Human Resources experience, with five (5) of those years in a management level HR position. Three (3) years of Employee Relations experience and experience with employee benefit programs.

Education – Possession of a bachelor’s degree from an accredited college or university with a major in human resources, business management, business administration or a closely related field preferred. Extra education from training programs or certificates in related fields may be considered. Possession of a Master’s degree from an accredited college or university in a related field may be substituted for two years of required experience.

Professional in Human Resources - (Society for Human Resource Management, Professional in Human Resources, Senior Professional in Human Resources, or a similarly recognized certification in Human Resources Management) strongly preferred.

Staff is responsible for reporting any perceived and/or real conflict of interest to their immediate supervisor in writing by completing the OHA Conflict of Interest Disclosure Form. Upon completion and submittal, the immediate supervisor will then report to Executive Management Staff. The Chief Executive Officer will determine if the employee will be allowed to continue processing the client’s/employee’s file, or if it will be assigned to another employee.

Employee Signature: _____ / Date _____

Human Resources Department: _____ / Date _____

Approved by:

_____/ Date _____
Chief Executive Officer Signature

This job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.



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