



## JOB DESCRIPTION

<b>Position:</b>	Director of Human Resources
<b>Location:</b>	St. Petersburg, FL
<b>Supervisor:</b>	President / CEO
<b>Status:</b>	Full-time Exempt
<b>Hiring Range:</b>	\$84,000.00 - \$119,000.00
<b>Overall Responsibility:</b>	<p>The Director of Human Resources is responsible for planning, leading, and developing policies and activities of the PHA's Human Resource Department, ensuring legal compliance and implementation of the organization's mission and talent strategies. The position also supervises front desk staff and staff responsible for contract compliance monitoring.</p> <p>The position requires full accountability for operating under federal, state and local employment and equal opportunity in employment laws. The position requires timely responsiveness to employee and management needs.</p>

### Duties and Responsibilities

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The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Monitors and ensures PHA's compliance with federal, state and local employment and equal opportunity in employment laws and regulations
  - Research and review potential changes to benefit packages (i.e., medical insurance) and communicate possibilities to upper management
  - Develop and update job descriptions for all PHA positions
  - Recruit, participate in interviews, and make formal job offers to candidates
  - Maintain employee handbook
  - Update HR forms, including performance evaluation
  - Develop a PHA training schedule for essential skills, to include (as examples):
    - Diversity and inclusion
    - Ethics and sexual harassment
    - Safety and health topics as needed
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- Conduct new hire orientation to cover:
    - Mandatory new hire paperwork
    - Employee handbook
    - PHA mission, vision, values, and goals
    - Organizational role responsibilities
    - Compensation and benefits
    - Administrative procedures (payroll, email setups, etc.)
    - Emergency procedures
  - Monitor for timely completion of performance evaluations
  - Track and monitor employee long term leaves
  - Document and handle discipline and termination of employees in accordance with PHA policies
  - Facilitate professional development, training, and certification activities for PHA staff
  - Ensure required posters, signage, and information is in place
  - Provide excellent external and internal customer service
  - Perform other duties as assigned

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### **Supervisory Authority**

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Exercises direct supervision over staff responsible for monitoring contract compliance with vendors.

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### **Supervision Provided**

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Operates under direct general supervision of the SPHA President/CEO.

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### **Knowledge, Skills, and Abilities Required**

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#### **Knowledge of:**

- Federal, state, and local employment and equal opportunity in employment laws
- Internal PHA systems, including time reporting

#### **Skills in:**

- Excellent verbal and written communication skills
- Excellent interpersonal and negotiation skills
- Good judgment and decision making
- Effective time management skills with a proven ability to meet deadlines
- Strong organizational skills with attention to detail
- Excellent analytical and problem-solving skills
- Partnership and team building

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**Ability to:**

- Adapt to the needs of the organization
- Handle stressful interpersonal situations, calmly and efficiently
- Sit at a desk or conference table for extended periods
- Frequently move about the office and access stored files and records
- Organize for a fast-paced environment
- Deal with all staff in an effective, professional, and courteous manner
- Maintain effective working relationships with supervisors and colleagues

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**Physical Requirements**

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- Ability to physically meet with prospective and active partners in the community
- Possess the level of manual dexterity sufficient to operate terminal keyboard, telephones, fax/copy machines and general office supplies
- Ability to sit at a desk or conference table for extended period
- Frequently move about the office and access stored files and records
- Ability to move, handle, or lift moderately heavy objects such as computer equipment

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**Education and Experience Required**

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Bachelor's degree in Human Resources, Business Administration, or closely related field.

A minimum of three years of human resource management experience or any equivalent combination of education, experience, and training which, in the sole discretion of SPHA, constitutes the required knowledge and abilities.

SHRM or HRCI Certification preferred.

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Approved by: \_\_\_\_\_

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

I have read the above job description and understand and accept the tasks as outlined herein.

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

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

*SPHA is an Equal Opportunity Employer*

*Reasonable accommodations may be made to otherwise qualified individuals with disabilities*