

POSITION DESCRIPTION

Position Title:	Director of Human Resources	Incumbent:	
FLSA Status:	Exempt	Appointment Date:	
Revision Date:	January 2021	Supervisor:	CEO
Job Class:	055	Position #:	3

Position Description

50%

- Conducts pre-screening interviews on potential candidates for employment. Recommends candidates for second interviews with department Director or Administrator. Conducts reference checks for potential candidates.
- Develop and administer policies, procedures, and guidelines to ensure operational efficiency and effective administration of appointed personnel.
- Processed all new hire documentation and employment paperwork. Includes the coordination of background and drug screenings. Conducts new hire orientation as needed.
- Organizes and maintains a variety of complex records and files related to the Human Resources Office operations and functions, including materials of a confidential nature.
- Ensure personnel files and policies/procedures are prepared for audits; assists auditors as needed.
- Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.

30%

- Assists with investigations and resolutions of employee requests, complains, and/or grievances in compliance with the Coalition's policies and procedures. Monitors and advises managers and supervisors in the progressive discipline system of the company. Monitors the implementation of a performance improvement process with non-performing employees.
- Develops incident reporting procedures and forms for injury incidents; acting as first point of contact for reporting. Formulates and suggests workplace safety standards.
- With the assistance of the Director of Finance, administrators, coordinates, and researches employee benefit programs annually to ensure benefit programs effectively meet current needs of the Coalition's employees. Leads the development of benefit orientation and other benefit training. Recommends changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.

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- Ensures compliance with various Federal and State regulations as they relate to personnel functions, such as the American with Disabilities Act, Fair Labor Standards Act, Family and Medical Leave Act, Health Insurance Portability and Accountability Act and workers' compensation.

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- Inform the CEO of significant issues that may jeopardize the achievement of Coalition goals and those that are not being addressed adequately.
- Recommends, evaluates, and participates in staff development and training.
- Participates on committees and special projects and seeks additional responsibilities.
- Perform related duties as directed.

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- Other duties and responsibilities as assigned.

Knowledge, Skills, and Abilities

Knowledge of: administration of benefits and compensation programs and other Human Resources programs.

Skilled in: organizational skills; dealing with conflict effectively and develop effective resolutions; Microsoft Word, Excel, Outlook.

Ability to: understand and apply applicable rules, regulations, policies and procedures; exercise good judgement and discretion in establishing, applying and interpreting agency policies and procedures; communicate clearly and concisely both orally and written; maintain high level of confidentiality; meet deadlines.

Required Licensure/Certification

Must possess a valid Florida's driver's license and current automobile liability insurance policy.

A mandatory drug screening and background check will be performed on the successful application.

Minimum Qualifications

Associate's degree from an accredited college in Public Administration, Human Resources, Business Management or closely related field preferred.

Minimum of two (2) years of related professional work experience in an administrative role which must include prior work experience in supervising and motivating staff.

Significant experience in, or knowledge of, human resources, business administration, and/or public administration.

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An equivalent combination of related education and/or experience may be substituted for the requirements above as approved by the CEO.

This job description in no way states or implies that these are the only job duties to be performed by the employee incumbent in this position. The employee will be required to follow any other job-related instructions and perform any other job-related duties requested by any person authorized to give instructions or assignments.

I acknowledge that I have read and understand the expectations for the successful performance of this job. I also acknowledge that that this document does not create an employment contract. My employment at Early Learning Coalition of Brevard County is at will.

Director of Human Resources

Date

CEO

Date