



JOB POSTING

POSTING DATE: 1/30/2018

POSITION: DIRECTOR OF HUMAN RESOURCES

CLOSING DATE: OPEN UNTIL FILLED

STATUS: FULL TIME EXEMPT

REQUIRED EXPERIENCE: 5 YEARS HR AND MANAGEMENT

BASE: DOE

REQUIRED EDUCATION: BA Degree (certification preferred)

JOB DESCRIPTION

The Director of Human Resources is responsible for planning, development, implementation, administration and budgeting of the organization's human resource functions, including but not limited to the following: employment, recruitment, employee relations, performance actions, EEO, compensation, benefits and organizational development. Develop and drive creative human resource initiatives and activities. Advise company management in human resource policies and program matters. Reports directly to the President/CEO.

RESPONSIBILITIES:

- Applicants first point of contact
 - Maintain and create job descriptions and postings
 - Conduct interviews, administer background checks and drug tests
 - Maintain personnel files and ensure all paperwork is accurate
 - Investigate HR issues
 - Create and update policy and procedural manual
 - Actively support staff, promote training, morale and values
 - Take immediate action to correct any safety concern or noncompliance of safety rules that could put an employee, volunteer, client, animal or the organization at risk
 - Process payroll, including gathering and computing timesheets, data entry and creating checks in payroll and accounting software
 - Oversee and manage the Human Resources department and staff. Plan, organize and control all activities of the department
 - Develop and administer various human resource plans and procedures for all organization personnel
 - Participate in the development of department goals, objectives, systems and performance improvement plans
 - Assist with all performance management
 - Implement and annually update compensation program: conduct annual salary surveys and work closely with the CFO to develop merit pool (salary budget), analyze compensation and monitor performance evaluation program. Revise as necessary
 - Develop, recommend and implement personnel policies and procedures, prepare and maintain Employee Policy and Procedure Manual
 - Work closely with CFO to perform benefit administration to include claims resolution, invoice approval, and annual re-evaluation of policies for cost effectiveness, information activities program, and cash flow
 - Develop and implement strategic recruitment plans to ensure selection of highly qualified personnel
 - Establish and maintain department records and reports. Recommend new approaches, policies and procedures to effectively contribute to improvements in efficiency of department and services performed
 - Facilitate staff meetings, holiday events and attend meetings/seminars with business partners
 - Manage and assist all employee relation functions and events
 - Manage compliance of all laws and regulations regarding DOL, OSHA, EEOC, FMLA and other human resource subjects
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- Manage any and all Worker's Comp claims timely
- Address all Unemployment claims and respond to TWC timely
- Must support and demonstrate the agency's core values – Customer Service, Adaptability, Respect, Responsibility and Integrity
- Performs other duties as assigned

Knowledge and Skills Required

- Valid Texas driver's license and insurable driving record
- Demonstrates above average written and verbal communication skills
- Demonstrates skills in organization and employee development
- Good interpersonal skills and ease in dealing with the public on all levels
- Detail-oriented and comfortable working simultaneous projects and meeting multiple deadlines
- Strong creative, strategic, analytical, organizational, and personal sales skills
- Experience developing, managing and tracking budgets
- Experience hiring, training, developing, supervising, and appraising personnel
- Comfortable speaking publically and possesses keen presentation skills

Work Environment

- Potential for exposure to zoonotic diseases
- Exposed to high noise levels, chemicals used to sanitize facilities, vehicles, or equipment and other physical situations that involve all forms of animal life

Physical Requirements

- Ability to drive a vehicle
- Willingness to work weekends, holidays, and off-hours, on occasion

Additional Attributes

- Treats all animals humanely, with compassion and concern, both on and off the job, and transmits these values to others
- Commitment to a high standard of safety and willingness to comply with all safety laws and all of the agency's safety policies and rules.
- Willingness to report safety violations and potential safety violations to appropriate supervisory or management personnel

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