

UNITED CEREBRAL OF GREATER SACRAMENTO

Serving; Sacramento, Yolo, El Dorado, Placer AND Nevada Counties

JOB DESCRIPTION

TITLE	Human Resources Director
REPORTS TO	Chief Executive Officer
POSITIONS SUPERVISED	HR Administrator/Training/Safety
HOURS	Full Time, Salaried, Exempt

GENERAL DESCRIPTION

Under the direction of the CEO the human resources director is responsible for carrying out all phases of human resource activity. The human resources director serves as primary liaison to employees in communicating company relations and services and promoting positive employee relations.

QUALIFICATIONS

Bachelor Degree in Human Resource Management, Business Administration or related field; five years experience in Human Resource management; SHRM Certification. Basic knowledge of personnel functions and laws; computer literate; thorough and accurate in data collection and reporting; ability to convey a positive and professional image to applicants and employees; skilled in communicating and positively relating to fellow employees, volunteers and business contacts. Physical demands of the job include prolonged sitting; use of hand and finger control; reaching; hearing; seeing; verbalizing. Must possess a valid driver's license, auto insurance and use own car for occasional travel to satellite locations.

DUTIES: Advises CEO on personnel policies and practices in accordance with current regulatory trends and personnel law; insures compliance with regulatory agencies and personnel law; develops and updates agency personnel policies; compiles survey data of the local labor market to determine competitiveness of the agency salary structure. Analyzes and recommends employee benefits package; coordinates benefits administration with insurance carriers, including medical, dental, life, ; informs employees of benefit packages; researches and answers employee questions concerning benefits; investigates accidents and prepares reports. Compiles, maintains and updates employee personnel files and related data such as insurance coverage, pension plan, vacation records, employee address list and absence records.

Analyzes employee attitudes and concerns and acts to facilitate good communications between employees and management through interpersonal and professional communication techniques. Oversees new employee orientation to foster a positive attitude toward company goals. Assists with resolving employee disputes. Counsels employees regarding work related problems. Where necessary assists management with determining proper disciplinary action and ensuring proper documentation. Reviews exit interviews and analyzes separations to determine reasons for termination. Maintains employee bulletin boards in an up-to-date and legally conforming manner.

Works with the managers to recruit, interview and fill vacant positions. Places classified ads and/or places job orders with employment agencies. Interviews and screens applicants according to basic selection criteria. Conducts ex-employer record verifications. Maintains internal job posting process.

Answers routine inquiries from inside or outside company for factual information on subjects such as employment verification, job openings or benefits claims processing. Prepares employer response to routine unemployment insurance claim notices, extracts and compiles personnel statistics for reporting purposes, such as employee injuries, turnover, and EEO monitoring. Other duties as assigned by the .
CEO.