



## Director of Human Resources

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**Job Title:** Director of Human Resources

**FSLA Classification:** Exempt

**Department:** Administration

**Supervisor:** Executive Director

### Job Summary

The Director of Human Resources oversees and directs all human resources functions and programs related to employment, compensation, benefits, and employee relations/engagement. Responsible for developing organizational strategies, providing analysis, and making recommendations to accomplish organizational objectives.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acts as a strategic business partner, change agent and counsel to the leadership team.
- Provides leadership with guidance on organizational structure and staff utilization.
- Responsible for the performance management, recruitment and hiring of employees.
- Directs talent acquisition and employee retention efforts; develops comprehensive and diversified recruitment plans to meet current and future talent needs of the organization.
- Develops and implements HR policy and procedure in support of organizational objectives; monitors for compliance.
- Oversees the implementation of HR programs through HR staff. Monitors administration to established standards and procedures. Identifies opportunities for improvement and resolves any discrepancies.
- Improves operational effectiveness of the HR function and measures organizational impact of HR initiatives.
- Monitors HR metrics and identifies key strategic initiatives to influence and drive changes to achieve goals.



- Oversees employee programs and services to support organizational morale and employee engagement.
- Maintains knowledge of employment legislation and DHCS/CMS employment requirements, ensuring organizational compliance.
- Maintains responsibility for organization compliance with federal, state and local legislation pertaining to all personnel matters.
- Collaborates with Executive Team to develop fair and competitive compensation and benefits programs.
- Collaborates with leadership to develop, revise, and implement the organization's performance evaluation program.
- Prepares, maintains, and publishes employee handbook in a timely manner.
- Reviews and makes recommendations to executive team for improvement of the organization's policies, procedures and practices.
- Coordinates administration of employee satisfaction survey.
- Collaborates with leadership to develop orientation and competency testing processes
- Oversight of Payroll and Benefits Coordination.
- Assists organizational leadership with staff training and development.
- Supervises HR team to develop and maintain department records and reports.
- Ongoing participation in meetings, trainings, and seminars.
- Performs other related duties as assigned.

### **Required Education and Experience**

- Six (6) years of relevant HR experience, with three (3) years of management level experience.
- Bachelor's degree in Business, Human Resources or related field required; Master's degree in Business, HR, OD and/or equivalent experience preferred.
- Professional certifications/designations (i.e. PHR or SPHR) a plus!
- Reputation for bringing out the best in others and demonstrating commitment to building a high-performance culture.
- Experience coaching employees and management through complex issues while maintaining a high level of confidentiality.
- Must possess current working knowledge of CA State and federal laws and regulations related to working hours, conditions, pay practice, labor relations, recruitment, benefit administration and record keeping requirements.
- Health plan experience preferred.