

## **Job Description**

**Job Title:** Director of Human Resources

**Department:** Human Resources

**Reports To:** CEO

**Category:** Full-time Regular

**FLSA Status:** Exempt/Salaried

**Prepared By:** CEO

**Prepared Date:** 4/4/25

**Approved By:** Tamera Hunter

**Approved Date:** 4/4/25

### **SUMMARY**

The Director of Human Resources will plan, direct, and oversee all activities of the Human Resource Division. This includes developing and implementing HR strategies, and providing guidance on labor relations, benefits, payroll, and employee development.

### **CORE COMPETENCIES**

- Strategic Collaborator
- Integrator/Navigator
- Empathetic and Supportive Leadership
- Adaptability
- Risk Management
- Ability to innovate
- Communicator
- HR Data Management Specialist (HRIS)
- Skilled Talent Management Professional

### **DUTIES AND RESPONSIBILITIES**

- Guide and direct management in the development, delivery, promotion, and financial aspects of the organization's services.
- Serve as the key advisor to the President and CEO for all HR matters.
- Responsible for developing and executing human resource strategy in support of the overall business plan and strategic direction of the organization, specifically in the areas of talent acquisition, succession planning, training and development, performance management and total compensation.
- Provide strategic direction, vision and guidance to the organization's human resources structure and function by building, motivating and retaining a high-performing, results-oriented and respected agency team that embraces the vision, mission, and core values of Townhall II.
- Acts as the primary contact for the organization in all employee matters involved EEOC and workers compensation.
- Monitors and interprets complex regulatory and policy developments, providing strategic insights to executive leadership on emerging issues and trends that impact organizational objectives and resource planning. Applies objective, systems-level thinking to analyze problems, assess consequences, and evaluate alternatives, ensuring decisions support organizational effectiveness and broad operational impact
- Develops and manages the HR department budget and performs periodic cost and productivity analyses; maintains awareness of position salary grades and budget of all positions.
- Sets strategic direction for designing, developing, implementing and administering comprehensive total remuneration systems that ensure market competitiveness, internal equity, cost effectiveness, effective performance management, and appropriate reward systems.
- Serve as the point of contact for benefits and employment relations.
- Process disciplinary action when required.

## **QUALITY**

- Business Acumen - Understands business implications of decisions; Aligns work with strategic goals.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Sense of urgency- Produces timely results with a focus on efficiency and output.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

## **LEADERSHIP**

- Promotes positive relations within the Agency and community by actively participating in leadership meetings, management team meetings and other interdepartmental and cross functional teams; Routinely attends agency functions; Maintains positive working relationships. among the team and resolves disputes among employees when able.
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Visionary Leadership - Displays passion and optimism; Inspires respect and trust; mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.
- Other duties may be assigned.

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

## **EDUCATION and/or EXPERIENCE**

- Bachelor's degree in human resources management or business administration.
- At least 3 years of human resources experience, preferably in a healthcare setting.
- HR Certification SHRM-CP or SHRM-SCP a plus.
- Proficient in Microsoft Windows, Word, Excel, and Outlook.

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

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