## **Director, Human resources & Administration**

**Current Incumbent:** Vacant **Department:** HR/Administration

**Reports to:** Senior Vice President HR/Administration  **Direct Reports:** 1

**Status:** Full-Time, Exempt **Indirect Reports:** 0

**Updated**: June 2022 **Eligible for Telework/CWW:** Yes

## **Summary of Position:**

*The Director, Human Resources & Administration is responsible for preforming HR- related duties on a professional level and works closely with SVP, HR & Administration. The position develops all HR programs and processes design.* ***The ability to maintain confidentiality is essential.***

## **Principal Accountabilities:**

* With SVP, HR & Admin plans, organizes, and controls all activities of the HR department.
* With SVP, HR & Admin develops departmental goals, objectives, and systems.
* Plans, monitors, and adjusts HR operating budget.
* Monitors and updates the performance evaluation program.
* Develops, recommends, and implements employment policies and procedures.
* Prepares, maintains, and updates NAA handbook.
* Investigates and makes determinations with employee relations concerns.
* Administers all FMLA, Maternity Leave, Short-Term and Long-Term Disability and ADA accommodations.
* With the Manager, Recruiting & Onboarding assists the Finance department during payroll to answer questions or make updates to employee profiles. Changes include but are not limited to employee position, title, salary, location, and employment status.
* Acts as backup to Manager, Recruiting & Onboarding with ability to complete onboarding, and offboarding procedures.
* Selects and assigns all compliance training
* With SVP, HR & Admin evaluates benefits annually to ensure plans remain affordable and competitive.
* Overall responsibility for Open Enrollment process including but not limited to notifying employees, setting up onboarding portal in Paylocity, ensuring benefits are properly loaded into Kelly benefits portal and paycheck deductions are correct.
* Overall responsibility for end of year ACA reporting.
* Reconciles and send all HR invoices for payment through billing software.
* Maintains compliance with federal, state and local employment and benefits laws and regulations.
* Researches and recommends new approaches, systems, policies, and procedures to continually improve efficiency and services provided.
* Other duties as assigned

## **Competencies:**

1. Business Acumen 6. Technical capacity
2. Communication proficiency 7. Critical Evaluation
3. Organizational skills 8. Cultural Awareness
4. Teamwork Oriented 9. Relationship Management
5. Performance Management 10. Ethical Practice

## **Supervisory Responsibilities:**

This position supervises the Manager, Recruiting & Onboarding.

## **Travel:**

Little to no travel is expected for this position. If any, travel would be local during the business day.

## **Required Education and Experience:**

* Bachelor’s degree and 5+ years of human resources and/or administration experience, or 10+ years of experience in the HR field.
* Self-directed and able to work independently, with minimal supervision, and exhibit strong project management and analytical and problem-solving skills

## **Preferred Education and Experience:**

* PHR, SPHR, SHRM-CP, or SHRM-SCP certification
* Association experience
* Experience using HRM and ATS Software especially Paylocity, Anybill, Concur
* Experience using project management software such as Asana and MS Planner

## **Physical Demands:**

While performing the duties of the job, the employee is regularly required to sit, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms. The employee may occasionally lift up to 20 pounds.

## **Work Environment:**

Work is regularly performed in a professional office environment and routinely uses standard office equipment.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Signatures:**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employees signature below constitutes employee’s understanding of the requirement, essential function and duties of the position.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please send resumes, cover letter and salary history to** **Resumes@naahq.org****. No phone calls, please. EOE M/F/H/V**