

Director of Human Resources Position Description

Position: Human Resources Director

Reports to: Chief Executive Officer

FLSA Classification: Exempt, Salary

SUMMARY:

The human resource director is directly responsible for the overall administration, coordination and evaluation of the human resource function.

MAJOR RESPONSIBILITIES:

- Annually reviews and makes recommendations to executive management for improvement of the organization's policies, procedures and practices on personnel matters.
- Maintains knowledge of industry trends and employment legislation and ensures organization's compliance.
- Maintains responsibility for organization compliance with federal, state and local legislation pertaining to all personnel matters.
- Communicates changes in the organization's personnel policies and procedures and ensures that proper compliance is followed.
- Assists executive management in the annual review, preparation and administration of the organization's wage and salary program.
- Coordinates or conducts exit interviews to determine reasons behind separations.
- Consults with legal counsel as appropriate, or as directed by the CEO, on personnel matters.
- Works directly with senior leadership to assist them in carrying out their responsibilities on personnel matters.
- Recommends, evaluates and participates in staff development for the organization.
- Develops and maintains a human resource information system that meets the organization's personnel information needs.
- Supervises the staff of the human resource department.
- Participates on committees and special projects and seeks additional responsibilities.

- Provide leadership to all HR personnel and directly oversee all HR functions throughout the organization.
- This position manages all employees of the HR department is responsible for the performance management and hiring of the employees within that department.

QUALIFICATIONS:

- Ten plus years of experience in HR/Leadership role in healthcare, non-profit, or related industry.
- Master's degree in HR or related is highly preferred.
- SHRM Senior Certified Professional (SHRM-SCP) or SHRM Certified Professional (SHRM-CP) credential

WORK ENVIRONMENT:

- Employee will work in the corporate off site, and possibly other center/school sites. Employee must be able to drive, possess a valid driver's license, continuously maintain appropriate auto insurance as mandated by the State of Minnesota and have use of an automobile to travel to various worksites.