



## **HUMAN RESOURCES DIRECTOR JOB DESCRIPTION**

### **Position Summary**

Under the direction of the Chief Administrative Officer, the Human Resources Director will serve as a strategic business partner executing the design, implementation, administration and monitoring of HR programs. Will perform HR related activities in all of the following functional areas: onboarding, benefits, compensation, employee relations and training. Ensures prompt, efficient and courteous response to all employee relations issues.

### **Job Responsibilities include but are not limited to:**

- Develop and administer various human resources plans and procedures for all company personnel
- Plans, organizes and controls all activities of the department. Participates in developing department goals, objectives and systems
- Implements and annually updates the compensation program; rewrites job descriptions as necessary; conducts annual salary surveys and develops merit pool (salary budget); analyzes compensation; monitors the performance evaluation program and revises as necessary
- Develops, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures; performs benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost-effectiveness, information activities program and cash flow
- Develops and maintains affirmative action program; files EEO-1 annually; maintains other records, reports and logs to conform to EEO regulations
- Conducts reference checking; extends job offers; conducts new-employee orientations; monitors career-path program and employee relations counseling; conducts exit interviews
- Establishes and maintains department records and reports. Participates in administrative staff meetings and attends other meetings, such as seminars
- Evaluates reports, decisions and results of department initiatives in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed
- Ensures compliance with all federal, state and local employment laws
- Administer employee benefits programs such as retirement plans; medical, dental, vision plans; life insurance plans; disability programs; and wellness programs
- Evaluate and compare existing company benefits with those of other employers by analyzing other plans, surveys and other sources of information. Plan, develop and/or participate in area and industry surveys. Analyze results of surveys and develop specific recommendations for review by management
- Coordinates and facilitates Company training programs



- Other duties as assigned

**Knowledge:**

- Bachelor’s Degree in Human Resources, Business Administration, or related field; or an equivalent combination of education and experience
- Professional in Human Resources (PHR) certification preferred

**Work Experience:**

- Minimum of 9 years Human Resources experience with increasing responsibility. Must have experience in the key areas of HR supporting the business: handling employee relations, compensation decisions, recruiting and performance management

**Skills and Competencies:**

- Excellent written, verbal and presentation skills
- Detail oriented with excellent organization skills
- Proficient in working with Microsoft Office Products
- Business Acumen, Communication, Consultation, Critical Evaluation, Global & Cultural Awareness, HR Expertise, Leadership & Navigation, Relationship Management, Ethical Practice
- Tactful, diplomatic, confidential and the highest level of integrity.
- Strong leadership with demonstrated skills and ability to coach and develop others.
- Demonstrate the ability to operate effectively in an independent manner, using independent judgment and an understanding of strategic and tactical business needs.

**Physical Requirements**

- 100% Office Setting, including sitting, some bending, walking and viewing

**ACKNOWLEDGEMENT:**

The Employee is expected to comply with and support the enforcement of Allied Fire Protections policies, applicable regulatory and statutory requirements.

I have read and understand this explanation and job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_