

## **DIRECTOR OF HUMAN RESOURCES**

### **POSITION SUMMARY:**

The Human Resources Director originates and leads Human Resources practices and objectives that create an employee-oriented, high-performance culture that emphasizes engagement, empowerment, quality, productivity, goal attainment, and sets standards. Oversees recruitment and ongoing development of a superior workforce.

### **PRIMARY RESPONSIBILITIES:**

- Functionally administers the human resources department
- Develops and updates procedures, methods, policies, and guidelines
- Updates and maintains dynamic human resources personnel manual.
- Establishes and leads the recruiting and hiring practices essential to ensuring a sufficient and qualified workforce.
- Directs and develops recruiting initiatives including job fairs, screening tools, interviewing, and employee turnover analysis.
- Directs workers' compensation programs including claims management, rebate programs, group rating, continuing education, drug/safety programs and transitional work programs.
- Directs Human Resources recordkeeping for employee records, including all contractual and federal/regulatory requirements.
- Directs and facilitates communications to meet human resource customer service needs in a timely manner.
- Reviews, researches, adjusts and updates employee benefit and compensation programs to maintain competitive balance for all employees.
- Updates, monitors, maintains and formulates recommendations for human resource-related software, including payroll and employment information; manage operational integration.
- Supervises, reviews and directs the payroll process to ensure integrity
- Develops and monitors an annual budget that includes Human Resources services, employee recognition, company philanthropic giving, and departmental administration.
- Consults with departments to develop and coordinate an in-house employee training system that addresses organization needs, including new employee orientation, onboarding, management development, cross training, and measuring training impact.
- Assists managers with selecting and contracting external training resources including programs, on-line learning and consultants.
- Ensures compliance with local, state, and federal legal requirements; Keeps updated on new legislation and regulations; advises management on necessary action
- Maintains confidentiality regarding all documents and other information
- Determines and recommends practices necessary to a positive employer-employee relationship; promotes a high level of employee morale and motivation.
- Conducts investigations of all employee complaints or concerns
- Monitors and advises managers and supervisors in the progressive discipline system of the organization. Monitors the implementation of a performance improvement process with non-performing employees
- Reviews, guides, and approves management recommendations for employment terminations.

- Leads the implementation of organization safety and health programs. Monitors the tracking of OSHA-required data.
- Reviews employee appeals through the organization complaint procedure.
- With the assistance of the CFO, obtains cost-effective, employee serving benefits; monitors national benefits environment for options and cost savings.
- Leads the development of benefit orientations and other benefit training.
- Recommends changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.
- Ensures HR is appropriately staffed and supervised to achieve organizational objectives.

**QUALIFICATIONS AND SKILLS:**

Bachelor’s degree required, preferably in human resources, organizational development, or other business-related degree. Advanced degree and/or certifications a plus.  
 3-5 years of experience in non-profit human resources. Transportation and/or logistics experience a plus.

Strong organizational skills, ability to meet deadlines, and attention to detail

Strong problem-solving and research skills

Familiar with the laws, labor market, hour, and wage regulations

Proficient computer skills (e.g. Microsoft products, payroll software, HR database software).

Effective interpersonal skills, ability to establish trust, credibility and partnership at all levels of the organization.

High level of independence while working effectively in a team.

Excellent verbal and written communication skills.

Ability to work in an environment that requires good prioritization, organization, attention to details, and problem solving skills.

**ADDITIONAL INFORMATION**

The selected applicant will be required to undergo a Criminal Background Check, fingerprinting and drug screen.

**POSITION STATUS**

This is a full-time position, with health benefits, paid vacation, and other benefits. Salary commensurate with experience and qualifications.

**APPLY:**

Executive Director, Senior Transportation Connection

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Application deadline: February 1, 2019