

## POSITION DESCRIPTION

**JOB TITLE:** Director, Human Resources & Administration      **DATE:** September 2018

**DEPARTMENT:** Human Resources

**REPORTS TO:** Vice-President of Finance & Business Development

### **OVERALL PURPOSE:**

Reporting to the Vice-President of Finance & Business Development, the Human Resources Director is responsible for implementing Human Resources (HR) policies & programs, and managing all aspects of employee relations and development. The Director of HR manages staffing & recruitment, performance management, training, compensation & benefits administration and carries out other general administration as assigned. This role operates in a team based culture and requires an extremely perceptive person who is capable of relating to individuals at all levels of within the organization.

### **COMPETENCIES**

Business Acumen	Ethical Practice
Communication	HR Expertise
Consultation	Relationship Management
Critical Evaluation	Results-Oriented
Cultural Awareness	Self-Directed

### **EMPLOYMENT PRACTICES**

- Conducts recruitment effort for all exempt, nonexempt, and temporary workers; writes and places advertisements; works with supervisors to screen and interview candidates; conducts reference checking; extends job offers; conducts new-employee HR orientations; directs process of all disciplinary actions and terminations; and conducts exit interviews.
- Ensures compliance with all local, state and federal EEO, Affirmative Action, Americans with Disabilities Act, Fair Labor Standards Act and other employment related laws.
- Administers various human resource plans and procedures for all organization employees; develops and implements personnel policies and procedures; prepares and maintains employee handbook.
- Maintains human resource information system records and compiles reports from the database.

### **COMPENSATION**

- Ensures job descriptions are updated and maintained; facilitates the evaluation and assignment of value/points to each job based on duty content, i.e. job banding, reviews salary increases for accuracy and consistency; and prepares annual salary budget detail for consideration of annual operating budget.
- Facilitates payroll processing and all related payments.

## **Position Description**

Page 2

Director, Human Resources & Administration

### **EMPLOYEE BENEFITS**

- Serves as the plan administrator and directs benefit plans for the alliance: Multi-employer Group Health, Dental, Life/AD&D, Long Term Disability, Defined Benefit Pension, Defined Contribution 401(K) Plan; ensures government reporting is accomplished on each plan: 5500, SAR, PBGC, and other ERISA and related submissions; and directs contractual agreements process with affiliated participating agencies. Reviews, approves and submits for distribution all lump sum and annuitized pension payments for all agencies within Defined Benefit group.
- Performs benefit administration for United Way employees, including communicating benefits information; managing enrollment and terminations; directing worker's compensation, unemployment compensation and retiree's life insurance programs; managing Section HSA Account program; and approving invoices for payment.
- Directs administration of all paid leave programs.

### **EMPLOYEE RELATIONS**

- Maintains appropriate communication within organization; participates in appeal processes through legal representation as filed; attends hearings as Employer representative in area of responsibility; and provides fundamental personal and work-related counseling/referrals to outside counsel as appropriate.
- Advises as appropriate any issues relative to organized labor/union activities.
- Handles minor first aid and provide assistance to ill or injured workers as required.

### **STAFF DEVELOPMENT AND TRAINING**

- Directs annual service recognition awards program.
- Trains staff on Paycor and other HR software programs; and coordinates/conducts training presentations on HR related topics as needed at monthly all-staff meetings.

### **ADMINISTRATION**

- Maintains relationships with outside vendors relative to phones, building, maintenance, mail machine, and parking garage; and serves as the first point of contact for the organization in managing issues with maintenance, building, phones, mailroom, and parking.
- Manages assignment and utilization of parking garage for staff.
- Directs all aspects of Endowment Fund Life Insurance policies including research on deceased participants and process of life claims.

### **MISCELLANEOUS**

- Leads and serves on internal and external committees/projects.
- Other duties as assigned.

### **SUPERVISION**

This position has no direct supervisory responsibilities, but does serve as a coach and mentor for other positions on the Finance & Administration team.

## Position Description

Page 3

Director, Human Resources & Administration

### **MINIMUM QUALIFICATIONS:**

- **EDUCATION:** Bachelor's Degree in Human Resource Management or related field. PHR (Professional Human Resource) or SHRM-CP (Society of Human Resource Management-Certified Professional) preferred. Additional equivalent or related experience may be substituted for part of the educational requirement.
- **EXPERIENCE:** Three to five years as an HR Generalist, or progressively responsible Human Resources or related experience required. Experience with payroll and related tasks. Experience managing multiple-employer benefit groups including development of government reports, i.e. 5500 filings, SAR filings, etc.
- **KNOWLEDGE:** Knowledge of employment law, EEO/Affirmative Action, benefits administration, compensation including wage banding/placement, employee counseling and diversity best practices/initiatives. Ability to develop and implement policies. Knowledge of Defined Benefit Pension Plans and Investments. Knowledge of various other employer sponsored benefit plans and offerings.
- **SKILLS:** Excellent human relations, diplomacy and customer-centered skills. Effective oral and written communications. Proficiency with Microsoft Office Suite including Word, Excel, Access and Power Point. Experience with HRIS and payroll software, preferably with Paycor. Ability to take a program from a concept to an implemented and evaluated program. Ability to maintain high level of confidentiality of all Human Resources functions and details.

*The statements contained herein reflect general details as necessary to describe the principal functions of the job, level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.*

Send resume to:

United Way of the Greater Dayton Area  
Attention: Human Resources Director  
33 West First Street – Suite 500  
Dayton, Ohio 45402

Or Email: [jacquelinep@dayton-unityway.org](mailto:jacquelinep@dayton-unityway.org)

An Equal Opportunity Employer