



## Job Announcement

<b>Position:</b> Human Resources Director	<b>Department:</b> Administration
<b>Location:</b> Hughesville, Maryland	<b>Employment Status:</b> Full-Time
<b>FLSA:</b> Exempt <b>Grade:</b> 17	<b>Compensation:</b> \$65,000 - \$95,000
<b>Weeks Worked:</b> 52 <b>Created:</b> 01/07/2020	<b>Work Per Week:</b> 40+ hours Monday – Friday, some evenings/weekends
<b>Opening Date:</b> January 7, 2020	<b>Closing Date:</b> Until Filled

**Summary of Job Description:** Works as a human resource generalist and strategic partner in achieving the organization's mission. Continue to implement Agency policies to assure compliance, while implementing fair employment practices. Maintain and expand knowledge and understanding of existing and proposed federal and state laws/regulations, FMLA, ADA, COBRA, FLSA, and Workers' Compensation affecting human resources management. The Human Resources Director is responsible for the processing and management of payroll. Responsible for full compliance with all regulatory agencies. Provide training to staff as needed. The Human Resources Director is directly responsible to the President for the performance of the following essential job functions. Assist in the development of short-and long-term plans for assigned programs, monitor progress, assure adherence and evaluate performance. Organize and establish meetings on regular basis with designated individuals to foster positive relationships. Supervise assigned personnel by articulating expectations, displaying model behavior, maintaining open lines of communication and being clear about roles and relationships.

**Summary of Requirements:** Bachelor's degree with a major in Human Resources Management, Social Work or a related degree required. Master's degree preferred. Five years of experience in the Human Resources field with strong background in employee relations, recruitment and benefits. Nonprofit is preferred. Three years of experience in a supervisory position preferred. Experience in processing and managing payroll required. Experience in policy development necessary. Possession of PHR or SPHR certification required, or to be secured by the end of the introductory period. Compliance experience and a working knowledge and understanding of existing and proposed federal and state laws/regulations, FMLA, ADA, COBRA, FLSA, Workers' Compensation, etc., is necessary. Experience and a working knowledge and understanding of human resources linkages and compliance with local, state, and federal regulations are preferred.

Experience with data management and electronic file systems. Skills and proficiency using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and reports. Ability to plan, organize and prioritize assignments to independently meet deadlines and complete tasks in an accurate manner, under pressure of constant interruption. Demonstrated ability to analyze problems/issues, gather data and information, evaluate and recommend alternative solutions, or effect solutions with a tolerance for ambiguity and change, when necessary.

Clearly demonstrated team-building skills to establish and maintain good working relationships with colleagues, with an emphasis on tact, diplomacy, flexibility, collaboration, professionalism, and discretion. Writing and grammar skills to independently draft correspondence pertaining to the operations, policies, and procedures of various subject matters. Ability to exercise good judgement and critical thinking skills. Communication Skills: Communicates effectively, appropriately, and professionally in written and verbal formats with coworkers, supervisors, customers, and vendors using tact and diplomacy externally and internally. Must always maintain confidentiality.

**Responsibilities and Duties:**

Plan, develop, organize and implement day-to-day functions of the Human Resources Department. Continue to implement a procedure for recruiting, screening and interviewing all potential employees that assures fairness while abiding to all appropriate state and federal legislation.

- Ensure compliance with hiring regulations
- Employer and References
- Criminal background check
- Physicals
- Drug Testing
- Orientation

Advise all levels of management staff and supervisors on employee relations and policy interpretation.

- Develop policy and make recommendations.
- Track and monitor employee training requirements.
- Provide staff training on HR related topics
- Manage the performance review process.
- Resolve employee conflicts through mediation and the grievance process.

Manages the payroll process.

- Processes payroll as required by the agency
- Oversees the agency's payroll/HR system (EWS)
- Oversees the processing of timesheets
- Monitors overtime compliance with policy and procedure
- Monitors and oversees records
- Serves as primary contact for all the agency benefits including state retirement program

Administer the Agency's Salary and Classification System. Inform decision makers on market trends and request adjustments as necessary to hire qualified staff.

- Ensure salary schedule is implemented in accordance with policy and equal pay laws.

Plan, direct and supervise all activities relating to the administration of employee benefits to include, retirement, health insurance, life insurance, etc. while exploring ways to make those services more cost effective and affordable.

Maintain appropriate personnel files on each active employee.

- General
- Education/Training
- Medical

Maintain the Agency's Employee Handbook and update it as appropriate and make recommendations. Conduct trainings for staff and supervisors on HR related topics including sexual harassment, diversity, and violence in the workforce, ADA, FMLA, and Worker's Compensation.

Manage employee recognition programs.

Supervises others as assigned.

Identify and secure resources for administrative operations, expansion, and continuation.

Prepare monthly programmatic and any reports required by funding sources and others.

Participate in internal and external monitoring reviews.

Other duties as assigned.

**Licenses or Certificates:**

SPHR or PHR Human Resource Certification required within 180-working days of employment.

**Special Requirements:**

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Physical, Tuberculin PPD Tine Test at time of employment, and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug and Alcohol testing.

**Physical Demands:**

Work requires limited physical effort.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Applications Accepted By: Email and Mail	
Email at: <a href="mailto:adminres@smtccac.org">adminres@smtccac.org</a>	Mail to: SMTCCAC, Inc. – President’s Office P.O. Box 280 Hughesville, MD 20637
<b>Required Documents: The following documents are required based on job:</b> In addition to your application and resume please provide a copy of your degree(s) and/or a copy of your college transcripts. <b>Applications and Documents submitted with missing information will not be considered. Do not send application’s via Fax.</b>	

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