

POSITION:	Director of Human Resources (S)
CLASSIFICATION:	
SALARY RANGE:	
DEPARTMENT(S):	Human Resources Department
REPORTS TO:	Fraternity and Foundation Executive Directors
QUALIFICATIONS AND SKILLS:	<p>Bachelor’s degree in human resources or business administration or an equivalent combination of education and experience; minimum of five to seven years of progressive experience in human resources; knowledge and understanding of all applicable federal and state employment laws; and experience providing all aspects of human resources support for an organization, including organizational effectiveness, talent acquisition and retention, benefits, compensation and rewards, employee relations, and training and development.</p> <p>The ideal candidate has excellent people-management skills, the ability to be highly attuned to the needs of the people and environment of an organization, and strong oral and written communication skills. The candidate should be detail-oriented, professional, outgoing, and guest-service oriented. He or she should have computer skills, including knowledge of Microsoft Office, and be able to achieve success in a highly collaborative environment.</p>
DUTIES:	
Leads, plans, develops, and implements policies for all areas of the human resources function, including staffing, compensation, benefits, learning, employee relations, and compliance with human resources policies and procedures. Ensures consistency of human resources functions within the organization.	
Administers and innovates programs and policies that align and support the organization’s goals, positively engage the workforce, and advance organizational effectiveness.	
Develops and implements strategies for attracting and retaining top talent. Consults and partners with senior leaders to develop a workforce plan and effective organizational structure. Initiates and manages the posting process for select position openings. Conducts comprehensive job audits and analyses for a wide range of positions and determines job requirements. Writes and reviews position descriptions and ensures the appropriate appointment designations.	
Oversees and conducts performance management processes and procedures, including setting goals, coaching, providing feedback, and evaluating. Provides training to managers and employees regarding performance management skills and procedures.	
Provides consultations to senior leaders regarding employee relations, corrective actions, and the resolution of performance issues. Resolves disputes and grievances between employees and managers. Reviews the employee handbook annually and ensures compliance with the procedures outlined within. Partners with senior leaders to gather requests for revisions or clarifications.	

Manages paid leave, Family and Medical Leave Act (FMLA), disability, and work-related injury issues for the organization. Oversees and monitors accurate leave and timekeeping records. Initiates conversions and paperwork regarding leave. Provides professional consultations and ensures education on and compliance with all federal, state and local laws; and human resources policies, procedures, practices; and professional development of staff.

Ensures affirmative and equitable employment search processes. Oversees, coordinates and participates in the recruitment and selection process of new staff. Ensures background checks are processed in accordance with policies. Serves as a point of contact for pre-employment paperwork.

Serves as a main point of contact for initiating and successfully onboarding new staff. Provides a comprehensive onboarding process for new staff as well as assistance with human resources and benefit concerns. Administers and develops in-person and online training for the overall organizational competencies as well as specific content-area knowledge. Promotes professional development and training for staff in accordance with the professional development philosophy.

Monitors and initiates increases for the annual merit compensation process and other compensation requests (e.g., equity) in accordance with the organization's compensation guidelines. Partners with senior leaders to provide support regarding compensation and classification.

Partners with the Director of Technology to maintain Human Resource Information Systems (HRIS) required processes and transactions with data and reporting in the membership database. Provides reporting on all human resources activities, including recruitment, hiring, performance, and termination. Utilizes benchmarking, best practices, and data for evidence-based decision-making.

Prepares the budget for human resources and makes recommendations for funding to drive workforce productivity. Supervises human resources staff, including hiring, setting goals, coaching, and evaluating.