

Director of Human Resources

Available immediately

Applications accepted until filled

Provide leadership to plan, develop, implement and evaluate human resource needs on an agency wide basis. Responsible for assuring compliance with all applicable laws and policies, recruitment, employee wages and benefits, safety, certification, and licensure. Use judgment and discretion to assist and advise management staff regarding personnel matters, job descriptions, adhering to agency policies, staff performance evaluations, civil service laws, administrative rules, and FLSA to ensure consistency across programs and between supervisors. Maintain all personnel records. Coordinate staff development and training.

Responsible for employee relations including interpreting policies and procedures for staff, assistance with benefits changes and issues, employee recognition, pre-disciplinary hearing investigations, workers' compensation, FMLA, ADA compliance, etc..

Coordinate insurance negotiations for renewals; point of contact for resolution of insurance issues, particularly with the provider and broker.

Attend all management team meetings, monthly 169 board meetings, 169 board personnel committee meetings; OACBDD Personnel Council meetings. Chair or co-chair agency committees such as insurance, employee advisory, wage study, etc. Obtain legal opinions on personnel matters as needed.

Participate in strategic planning, assist in development and implementation of policies and procedures.

Qualifications:

- Bachelors degree in H.R., business administration, or related field
- Minimum of 3 years experience in H.R. or equivalent related experience
- Excellent verbal and written communication skills

Compensation: Commensurate with experience

To Apply: Interested applicants should send a letter of interest, resume, and list of references to Lewis Hurst, Superintendent by email (lhurst@senecadd.org). **Please include “Human Resources Director” in email subject line** when submitting application or when reaching out with any questions.

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