



# Human Resources Director

**Job Code:** HRDIR - 130  
**Revision Date:** Dec 21, 2018

**Salary Range:**  
\$40.22 - \$65.80 Hourly  
\$3,217.60 - \$5,264.00 Biweekly  
\$83,661.00 - \$136,862.00 Annually

**FLSA:** Exempt

## Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

## General Description

The purpose of this job is to provide highly responsible administrative and managerial position working in the technical, complex, diverse nature of human resources and risk management. Incumbents directs subordinate staff responsible for activities related to recruitment, compensation and pay, training, benefits administration, wellness center, wellness programs, employee relations, selection and placement, personnel transactions and records. This position also oversees advanced professional level work in the planning, organization/coordination of risk management programs to include risk identification, evaluation and prevention, legal contract review, procurement of insurance, workers compensation and liability claim and litigation files.

This class works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

## Duties and Responsibilities

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.

- Plans, organizes, manages, and directs comprehensive human resources programs to include directing or conducting research to ensure EHN is following the best Human Resources practice for recruiting, retention, classification, compensation, training, and employee relations.
- Plans, designs, implements and reviews department's short and long-term goals and priorities. Develops and manages annual departmental budget to include monitor approve expenditures, collect and analyst data, and implement and enforce EHN policies and procedures.
- Enforces personnel rules and regulations and work behavior standards firmly and impartially.
- Represent the department in a professional manner. Make presentations, and ensure adherence to EHN policies and procedures, human resources principles and practices, and state and federal regulatory guidelines and laws.
- Performs other duties as assigned.

### **Minimum Education and Experience Requirements**

Requires a Bachelor's Degree in Human Resources, Business or Political Administration or related major supplemented by eight (8) years of experience in human resources, benefits administration, insurance of which four (4) years in a supervisory position; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

### **Required Knowledge and Abilities**

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

### **Physical Demands**

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Unavoidable Hazards (Work Environment)**

- None

### **Special Certifications and Licenses**

- Requires certification in one of the following programs:
  - HRCI, SHRM or IPMA
- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

### **Americans with Disabilities Act Compliance**

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Other Job Characteristics**

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

**Note:** This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.