**MAJOR FUNCTION**

The Human Resource Director is a member of the Executive Team who partners with the Executive Director and other leaders to align HR efforts with organizational goals and objectives.

**MAJOR DUTIES**

The major duties of this position include, but are not limited to the following:

- Employs intentional leadership strategies to staff in an effort to develop and maximize talents, and create a culture where individuals feel a strong sense of being well-informed and connected.
- Plans, leads, develops, coordinates, and implements policies, HR systems/processes, trainings, and initiatives to support the organization’s human resources compliance and strategy needs.
- Maintains knowledge of any regulatory changes, best practices and innovations as it relates to any and all aspects of HR functions.
- Monitors and ensures the organization’s compliance with local, state, and federal employment laws and regulations.
- Partners with Executive staff and other departmental leaders to ensure strategic HR goals are aligned with business initiatives.
- Serves as the lead investigator on any internal staff matters.
- Coordinates budget development for Human Resources and Administration, identifying expenditures and projects, and setting parameters.
- Uses independent judgment based on knowledge of rules, regulations and procedures and ensures all agency’s HR policies and procedures are applied consistently.
- Provides benefit administration and assistance to staff members during Open Enrollment and throughout the plan year.
- Completes all employee change records in HRIS system to ensure accurate record management and payroll processing.
- Coordinates the performance evaluation/improvement process and maintains tracking system to ensure a 95% on-time completion rate.
- Oversees the talent acquisition process, including recruitment, interviews, and selection of qualified candidates. Works closely with departmental managers to understand the required skills and competencies for openings.
- Organizes and promotes employee engagement activities.
- Acts in the best interest of the Children’s Board and demonstrates commitment to the mission and values of the organization ensuring service excellence.
KNOWLEDGE, SKILLS, & ABILITIES

- Strong focus on the importance of employee retention, training, and development.
- Adaptive leadership skills such as mentoring, coaching, teaching, collaborating, and listening.
- Excellent communication, critical thinking, and conflict resolution skills.
- Proven ability to develop positive accountable culture.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills. Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations including Florida Sunshine Laws.
- Proficient with Microsoft Office Suite or related software.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited College or University in Human Resources Management, Public Administration, Business Management, or related field.
- Seven (7) plus years of progressively responsible professional/managerial level experience in public or private setting with Union experience.
- Senior Professional Certification in Human Resources (SPHR) or SHRM-SCP required.
- Must have valid Florida driver license and proof of insurance.
- Subject to federal, state and local legal requirements/background checks.