



UMATILLA-MORROW HEAD START, INC.
POSITION DESCRIPTION

HUMAN RESOURCES DIRECTOR

Position Information:

Supervised by: Deputy Director

Supervises: HR/Volunteer Coordinator

Salary: Director I

Classification: Exempt

Terms of Employment: Regular-Full Time

Job Goal:

Assist the Executive Director and Deputy Director in ensuring that Human Resources functions and operations are completed efficiently. Maintains and enhances the agency's Human Resources by planning, implementing, and evaluating employee relations and human resources policies, procedures, and practices.

Essential Responsibilities:

- Administer Agency Personnel functions
 - Maintain confidentiality in all areas of responsibility
 - Be knowledgeable and stay up-to-date on all state and federal labor laws governing employment including affirmative action, the Americans with Disabilities Act, wage and hour laws, worker's compensation, FMLA, etc.
 - Research, develop, write, and update employment policies and procedures in order to remain within legal compliance; communicates and enforces organization values.
 - Coordination and monitoring of all search & hiring processes
 - Identify key messages that promote recruitment of qualified candidates for positions
 - Ensure all new staff's criminal history checks are complete prior to hire
 - Score applications for applicant selection
 - Conduct reference checks on all prospective staff
 - Assist in securing Policy Council of all new hires that work for Head Start/Early Head Start
 - Ensure completion of physical, TB, and drug screens for new staff prior to hire
 - Ensure that all hiring conform to agency, federal and state rules and regulations
 - Schedule and conduct New Staff Orientations within required time periods
 - Prepare all employee letters of hire and payroll change forms
 - Ensure completion of annual performance evaluations and professional development plans
 - Review and assess performance quality and provide recommendations to management and staff
 - Ensure staff requirements are current and up-to-date
 - Ensure that all job descriptions are current and up to date
 - Ensure the completion of the annual wage comparability study
 - Establish and or recommend salary schedule changes and compensation adjustments consistent with workforce demands
 - Advice and counsel staff and assist them with personnel related issues and challenges
 - Clarify employment policies and expectations of each individual's job performance
 - Help implement management improvement plan to increase retention and recruitment by 5% annually
 - Implement MOUs in concert with SLT Leadership with universities and colleges to promote internships and practicum placements with agency programs while simultaneously assisting workforce development with same universities
 - Represent the agency at agency fairs

- Identify new methods to be used alongside traditional ones for increasing interest in employment with our agency
- Maintain and report on data for informed decision-making regarding staff and volunteer recruitment and retention
- Conduct stay and exit interviews
- Help promote other activities that improve employee morale and wellness
- Assist in submitting Workers compensation 801 forms
- Ensure staff are notified of COBRA Insurance in a timely manner
- Respond to request by outside entities (Federal, State, Local, Businesses)
- Oversee the maintenance of employee files
- Supervision
 - Complete performance evaluation annually
 - Monitor job performance
- Attend meetings as requested and be an active member of requested committees
- Ensure that there is staffing coverage at centers by calling substitutes when staff are not present

General Staff Responsibilities:

- Participate in staff meetings, conferences, training sessions and workshops as assigned
- Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency
- Maintain congenial and respectful relations with staff, children, families and community
- Keep current and accurate records and file reports on time
- Maintain confidentiality in regards to staff and family information
- Maintain objectives and professional standards
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- Be present at work in order to provide consistency of services
- Be a contributory team member in a positive/productive manner
- Demonstrate commitment to mission, values, and policies in the performance of daily duties
- And or any other duties deemed necessary by your supervisor
- Apply safe practices in the performance of duties
 - Reporting of unsafe or hazardous working conditions and/or any injury immediately
 - Complying with Agency safety standards
 - Participate in emergency drills
 - Promote a culture of safe environments in the workplace

Educational Requirements:

- Bachelor's degree in Business or related field

Experience and Skills Requirements:

- A minimum of five (5) years of work experience in human resource management or a related field
- Demonstrated knowledge and proficiency of state and federal labor laws governing employment, including OSHA and workers compensation reporting laws and requirements
- Establish and maintain effective working relationships with individuals at all levels of the organization
- Strong knowledge of Microsoft Office and ease in adaptation to new technology
- Ability to make decisions, exhibit sound and accurate judgment, and makes timely decisions
- Interpersonal, communication, facilitation, and conflict mediation skills

- Must be flexible, well-organized, and able to manage different projects concurrently and often under pressure; with the ability to set priorities and manage time effectively

General Staff Requirements:

- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation upon hire
- Desire to work with low-income children and their families
- Adequate means of transportation
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards
- Comprehend, analyze, and make inferences and references from written material
- Fluent in English both verbally and written
- Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements
- Instructs, lead, train and facilitate others in a group setting

Umatilla-Morrow Head Start, Inc. Is an Equal Opportunity Employer