

HUMAN RESOURCE MANAGEMENT

The ultimate responsibility of this and every other agency policy rests with the Board of Directors and the Parent Policy Council. Authorization for implementation is delegated to the Executive Director and to a designated management team and staff members.

The agency is firmly committed to the principle of equal opportunity and will reaffirm this policy in all human resource actions. The organization will recruit, hire, and promote in compliance with all applicable federal and state laws and regulations. A detailed description of personnel policies and procedures may be found in the agency's *Staff Employment Manual*. Each employee is to have access to this manual.

All employees of UMCHS, Inc. are hired in connection with a grant or contract, the terms of which vary considerably in scope, duration, and content. Therefore, although these policies reflect the general position of the program, it must be kept in mind that some grants or contracts may more specifically limit and define the relationship between program and individuals hired.

Job classifications are categorized according to required training, responsibility, liability, and accountability. Compensation is based on the breadth and depth of responsibility. Wage comparability studies will be conducted on a regular basis to ensure equity with the marketplace. Job classifications have been outlined as follows:

- * Program Director
- * Program Manager
- * Program Coordinator
- * Program Specialist

Job descriptions and other details are listed in the agency's CD Rom, Website, Work Plan, and sections of this Administrative Procedures Manual.

Program Management is assigned as follows:

Program Management:

Executive Director
HS/EHS Program Director
Deputy Director
Associate Director-Operations
Operations Directors
Fiscal Director
Information Systems Director
Human Resources Director

Early Childhood Development:

Child/Family Services Director
Education Managers
Program Managers
Child Care Resource & Referral Director

Health & Nutrition Services:

Health & Nutrition Services Director
WIC Operations Manager
USDA Manager
Health Resource Manager

Family & Community Partnerships:

Family Engagement Director
Mental Health Manager
Volunteer Manager
FSC Family Advocate
Healthy Start Family Advocates

Center Staffing:**Combination Option**

One Child & Family Advocate/Teacher Assistant – depending on number of children

Center-Base

One Child & Family Advocate
One Teacher Assistant

Full Day/Part Year:

One Teacher
Two Assistants
One Floater
One/Two Family Advocates

Home Base:

One Family Educator

EHS Full Day:

One Teacher & One Associate Teacher per group of 8
One Teacher, Two Associate Teacher per 12
Two Teachers and Associate Teacher per 16
One Family Advocate