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PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **HR DIRECTOR**

Hiring Pay Range: \$55,000 - \$65,000

Status: F/T

FLSA Status: Exempt

Reports to: CEO

Department: Admin

Revision Date: 9/23/21

POSITION SUMMARY:

The Piedmont Family YMCA seeks a team-focused, purpose-driven Human Resources Director (HRD). This senior-level position plays a key role in ensuring the YMCA mission is realized, through collaborative leadership, sound strategy, and purposeful development of a diverse and talented staff.

The Human Resources Director is a member of the CEO's senior leadership team providing strategic leadership to attract talented, qualified staff and maximize employee performance and contributions. Under the leadership of the CEO, and in collaboration with the senior leadership team, the Human Resources Director drives talent recruitment and engagement, onboarding, benefits processing, HR/ Payroll system management, and talent management support. The HRD champions diversity and inclusion, safeguards HR integrity and legal compliance, and ensures all human resources policies, plans, services, benefits, compensation, protocols, communications and events are welcoming, equitable and in alignment with the organization's goals and mission.

ESSENTIAL FUNCTIONS:

1. Oversees talent management including recruitment, onboarding, training, development, evaluation, and recognition to develop and maintain a highly competent, diverse staff team committed to implementing organizational vision and goals.
2. Administers compensation and benefit programs, including job description and classification, salary structure and salary adjustments. Oversees benefit plan communication, enrollment and administration.
3. Oversees HR systems and employee records (for licensed and non-licensed programs) to ensure accuracy and improve the overall operation and effectiveness of the organization. Works with all program directors to ensure the timely annual completion of all performance appraisals.
4. Facilitates HR initiatives and special projects.
5. Remains current on employment laws and regulations and serves as point of contact and manages relationships with compliance agencies.
6. Ensures timely and accurate submission of data requested by the EEOC, ACA, YMCA of the USA, Department of Labor, etc.
7. Recommends new approaches, procedure changes and innovative solutions to continually improve efficiency and employee experience. Facilitates updates to employee handbook as needed and annually.
8. Works with CEO and COO/CFO to identify and develop HR best practices, benchmark similar employee relation issues, and provide coverage and collaboration.
9. Manages company business insurance and workers' compensation policies. Serves as liaison with insurance brokers, workers compensation company/claims, and risk management vendor.
10. Adheres to YMCA's core values of caring, honesty, respect, and responsibility.
11. Participates in senior leadership meetings and strategic planning efforts, championing organizational goals and priorities.
12. Additional duties as assigned.

LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

QUALIFICATIONS:

- Bachelor's degree in business administration, human resources or other relevant field.
- 3+ years of experience serving in a human resources role to include strategic leadership, employee benefits, compensation, talent management, policies and procedures, and employee onboarding/orientation.
- Experience using HR software and reporting.
- Professional Human Resources (PHR) or other recognized HR certification preferred.
- Knowledge of regulations, policies and procedures which govern HR and non-profit organizations and ability to accurately interpret and administer.
- Ability to work in a fast-paced, service oriented, and multi priority environment.
- Effectively manage conflict resolution and demonstrate initiative, ethical conduct, and sound judgment.
- Well-organized, detailed-oriented, and great oral/written communication skills.
- View problems and issues in the context of the bigger picture.
- Strict adherence to confidentiality.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of the job, the employee is regularly required to use a computer for extended periods of time and able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name _____

Employee's signature _____

Today's date: _____