

 **JOB DESCRIPTION**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**JOB TITLE**

**Department: Human Resources**

**FLSA Status:**  **Exempt**

**JOB SUMMARY**

The Human Resource Director will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organization’s mission and talent strategy. This position reports to the Chief of Staff.

**ESSENTIAL JOB FUNCTIONS**

* Collaborates with executive leadership to understand the organization’s goals and strategy related to staffing, recruiting, and retention.
* Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization’s human resource compliance and strategy needs.
* Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; wellness, recognition and morale; occupational health and safety; and HR training and development.
* Monitors and ensures the organization’s compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
* Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
* Conducts research and analysis of organizational trends including review of reports and metrics from the organization’s human resource information system (HRIS) or talent management system.
* Identifies key performance indicators to measure the effectiveness of HR policies and programs and prepares alerts/analyses for management use in continuous improvement of people-related processes.
* Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
* Advises managers on organization Human Resources policy matters including but not limited to, equal employment opportunity and sexual harassment and recommend needed changes. Serves as the EEOC and 504 Coordinator for the agency.
* Facilitates professional development, training, and certification activities for HR staff.
* Displays understanding of, and sensitivity to, service population’s cultural and socioeconomic characteristics.
* Performs other related job duties as assigned.

*The position may involve acquiring, accessing, using, and safeguarding Protected Health Information according to applicable law and agency Policies and Procedures for Protected Health Information.*

**QUALIFICATIONS**

**Education and Experience:**

Bachelor’s degree in Human Resources, Business Administration, or related field; and at least five (5) years of human resource management level experience; or an equivalent combination of education and experience.

**Special Qualifications:**

SHRM-CP or SHRM-SCP highly preferred.

Possession of a valid, State of Florida driver’s license to operate the motor vehicle operated. Requirement exists at the time of hire and as a condition of continued employment.

**Knowledge, Skills and Abilities:**

* Thorough knowledge of employment-related laws and regulations
* Excellent verbal and written communication skills.
* 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.
* Strong supervisory and leadership skills.
* Ability to adapt to the needs of the organization and employees.
* Ability to prioritize tasks and to delegate them when appropriate.
* Proficient with Microsoft Office Suite or related software.
* Proficiency with or the ability to quickly learn the organization’s HRIS and talent management systems.
* Ability to be sensitive to cultural needs and willingness to serve as a positive member of a working team.
* Ability to be proactive, decisive, and employ crisis intervention principles appropriately.
* Ability to establish and maintain effective working relationships with other personnel and the public.

**PHYSICAL DEMANDS**

The work is sedentary work which requires exerting up to 15 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

* Sitting/Standing: Particularly for sustained periods of time.
* Manipulating: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
* Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
* Kneeling: Bending legs at knee to come to a rest on knee or knees.
* Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
* Reaching: Extending hand(s) and arm(s) in any direction.

**WORK ENVIRONMENT**

Work is performed primarily in a safe and secure office environment. This position may require occasional same day travel. This position may require infrequent overnight or weekend and night travel.

**AAP/EEO STATEMENT**

Partnership for Strong Families is an Equal Opportunity/Affirmative Action/ Drug Free Workplace and does not tolerate discrimination or violence in the workplace.  Applicants requiring a reasonable accommodation as defined by the Americans with Disabilities Act, must notify the Human Resource Department at 1-352-244-1527.  Notification to the Human Resource office must be made in advance to allow sufficient time to provide the accommodation.

**DRUG-FREE WORKPLACE**

Partnership for Strong Families maintains and enforces a Drug-Free Workplace program.  New employees are required to be drug tested prior to employment.  In appropriate circumstances, current employees may also be required to submit to drug and/or alcohol testing.  Information on the Drug-Free Workplace Policy is contained in the Employee Handbook and set forth in the Drug-Free Workplace Policy, both of which are available through the organization’s inter/intranet.

**Signature Block:**

By signing below, I agree and understand that I must satisfactorily perform each responsibility set forth to continue my employment with PSF.

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**Employee Name (Print) Supervisor’s Name (Print)**

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**Employee Signature Supervisor’s Signature**