

Position Description  
Exempt  
Revised 09/18/18

ARVAC, Incorporated  
Director of Human Resources (Head Start)

Introduction

The Human Resource Director is responsible for providing leadership in developing and executing human resources strategy in support of the overall business plan and strategic direction of the organization, specifically in the areas of succession planning, talent management, change management, organizational and performance management, training and development, and compensation. The HR Director provides strategic leadership by articulating HR needs and plans to the executive management team, shareholders and to the board of directors.

Essential Duties:

- A. Maintain knowledge of employment legislation, Head Start Performance Standards, and other applicable regulations; ensure agency's compliance with Federal and State legislation pertaining to all personnel matters.
- B. Assess training and organizational development needs, develop plans, and monitor progress. Develop and implement comprehensive compensation and benefit plans that are competitive and cost effective for the firm. Recommend, evaluate, and participate in staff development for agency. Coach, mentor, supervise and support HR staff. Develop schedules, priorities and standards for achieving goals of HR department.
- C. Provide management training and support regarding human resource concerns including but not limited to compliance with state and federal law.
- D. Develop and implement recruitment and selection protocols to comply with Head Start Performance Standards.
- E. Coordinate recruitment program, participate in interviews, and ensure that reference and background checks are completed before any new employee comes on board.
- F. Develop, maintain and improve relationships with employees.
- G. Communicate changes in Agency personnel policies and procedures and insure proper compliance is followed.
- H. Interpret and apply Federal and state regulations and statutes, and policies appropriate to program activities.
- I. Propose, publish, update, and administer personnel policies and procedures to ensure proper compliance; provide training as appropriate.
- J. Work with managers to ensure that all program operations are effectively and efficiently managed, and that they meet the Head Start Performance Standards and all other applicable regulations, policies, and procedures.

Job Knowledge, Skills and Abilities:

- A. Computer proficiency with ability to utilize word processing, spreadsheet, search engines, and other specialized software.

Excellent organizational skills; strong attention to detail and accuracy.

Strong desire to learn; self-motivated; takes initiative and can work independently.

Solid problem-solving and business acumen skills. Can quickly establish credibility and respect and build strong working relationships with department managers.

- B. Must be comfortable working in a standalone environment. Able to manage multitasks simultaneously, work to deadlines and adapt to changing conditions.
- C. Demonstrated excellent interpersonal and communication skills, including the ability to recognize the value and responsibility of working collaboratively, actively supports and develops team members, quick to identify and problem solve any issues to achieve positive outcomes.
- D. The ability to inspire confidence of the Executive Director and other managers through timely delivery of information and plans. Works independently of the Executive Director, but consults where appropriate.
- E. Familiar with HR best practice redundancy processes and experienced in coaching HR staff and managers.
- F. Knowledge of all functional areas of human resource management and employment law issues; ability to develop programs and policies based on new requirements and performance standards and apply to a variety of situations using pragmatic and common sense approach.
- G. Maintains the work structure by updating job requirements and job descriptions for all positions.
- H. Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- I. Prepares employees for assignments by establishing and conducting orientation and training programs.
- J. Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
- K. Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
- L. Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
- M. Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
- N. Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.

- O. Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- P. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Q. Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
- R. Maintains human resource staff by recruiting, selecting, orienting, and training employees.
- S. Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.
- T. Contributes to team effort by accomplishing related results as needed.

**Qualifications:**

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*All team members are expected to be technically competent and committed to continuous development of their skills. The following skills, knowledge, education, or certifications are specifically required for this position:*

**Education:** Required Bachelor's degree in Human Resource Management, Business Administration, or a related field, Master's degree preferred.

**Experience:** at least 5 years' experience in Human Resource field, in a supervisor role. Knowledge or familiarity with Head Start. Understanding of early childhood education, child health, mental health, and familiarity with the fields of disabilities services and parent involvements. Familiarity with community resources, children care licensing requirements as well as standards of other regulatory bodies preferred.

**Other Requirements:** Must hold a valid driver's license and have reliable transportation to commute to and from work and to other agencies within the area. Must be able to provide letters of recommendations, at least five professional references, and submit to a background and financial background inspection.

**ADA Requirements (Essential Functions)**

**Physical Requirements\***

Sitting.....	6-10 hours/day
Standing.....	3-4 hours/day
Driving.....	4-5 hours/day
Walking .....	3-4 hours/day
Use of telephone .....	2-3 hours/day
Working under pressure .....	3-5 hours/day
Working rapidly for long periods .....	4-6 hours/day
Use of keyboard, computer, printer, fax, copier.....	4-5 hours/day

Position requires close work; finger dexterity; good vision, hearing, oral communication and critical thinking on a regular basis. May occasionally work longer than 8 hours/day.

- Cognitive or Mental Requirements

The following cognitive or mental requirements are necessary on a daily basis: Critical thinking; Reading; Writing; Mathematics; Accounting Practices, Drawing conclusions from written or computer generated materials; Analyzing data or report information; Creating methodologies for accomplishing a goal; Conducting research; Implementing recommendations by coordinating persons and/or other resources; Developing plans, procedures, goals, strategies, or processes; Directing activities of others to accomplish a goal; Clear verbal articulation.

- Working Environment

Indoors, at a desk or in a vehicle for majority of the day.

- Additional Notes

This job description is only a summary and is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required by the employer. This document is subject to change at any time.

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Staff Signature

\_\_\_\_\_  
Date

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Supervisor Signature

\_\_\_\_\_  
Date