



JOB DESCRIPTION

TITLE: Human Resources Director

COLLEGE/SCHOOL/DEPT: Human Resources

DATE PREPARED: 2020

REPORTS TO: President

FLSA: Exempt

POSITION SUMMARY:

The Human Resources Director is responsible for overseeing the Human Resources department and all of its functions, including recruitment, orientation, training, benefits management, succession planning, compensation, employee recognition, and morale, compliance with state and federal labor laws, staff terminations, conflict resolution. They will assist in developing and implementing policies and procedures for accomplishing human resources goals and objectives. The Human Resource Director will provide strategic leadership and communicate all HR needs and updates to the executive management team.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former, and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Develops organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives.
5. Implements human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, records management, safety and health, succession planning, employee relations and retention, AA/EEO compliance, and labor relations.
6. Manages human resources operations by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff; planning, monitoring, appraising, and reviewing staff job contributions; maintaining compensation; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.
7. Develops human resources operations financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.
8. Accomplishes special project results by identifying and clarifying issues and priorities; communicating and coordinating requirements; expediting fulfillment; evaluating milestone accomplishments; evaluating optional courses of action; changing assumptions and direction.
9. Supports management by providing human resources advice, counsel, and decisions; analyzing information and applications.
10. Guides management and employee actions by researching, developing, writing, and updating policies, procedures,

methods, and guidelines; communicating and enforcing organization values.

11. Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions.
12. Updates job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
13. Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

OTHER DUTIES AND RESPONSIBILITIES:

1. Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Required Education and Experience

1. Bachelor's degree in human resource management, business administration, or related field, or equivalent.
2. Five years minimum successful experience in HR Management.
3. Minimum two year experience in a management or supervisory position.
4. Three years of experience in increasingly responsible professional personnel background with specific knowledge in recruitment and selection, employee relations, training, affirmative action planning and wage/salary and benefits.
5. Demonstrated experience in state and federal labor laws.
6. Experience in the development of policies and procedures and facilitating meetings regarding personnel issues.
7. Proven experience providing vision, mentoring, and direction to high performing teams.

Required Skills, Knowledge and or Abilities

1. Must be able to work at an advanced knowledge of employment/HR law and HR compliance, organizational development, training, employee relations, coaching, diversity, performance management, conflict resolution, HR metrics, and best practices.
2. Must have demonstrated time and priorities management skills, ability to work with limited supervision in a fast-paced, multi-task environment, demonstrate a proactive approach and follow-through.
3. Exhibit the highest levels of professionalism, be approachable, a team player, and display a superior customer focus.
4. 4. Must be able to communicate in a tactful and diplomatic manner with excellent oral, written, interpersonal and relationship management skills.
5. 5. Must be able to demonstrate judgment and discretion, a sense of urgency, the utmost levels of confidentiality and sensitivity, high ethical standards, and reflect organization values in all interactions.
6. 6. Must have good judgment of people and situations, diagnostic and listening skills, negotiations, influencing, and mentoring skills with all levels of employees, and the ability to deal with difficult situations while remaining neutral.
7. Must be flexible and adaptable, take initiative, be process and detail-oriented, and possess excellent organization skills.
8. Ability to work with frequent interruptions.

Physical Demands

The usual and customary methods of performing the job's functions require the following conditions:

- Significant: (i.e. sitting, talking, hearing, walking, stooping, vision, color vision, peripheral/depth perception, ability to adjust focus, grasping, handling paperwork, repetitive motion, use of personal computer, looking at a computer monitor, lifting up to 10 pounds)
- Frequent: (i.e. standing, bending, carrying; use of phone; use of copy machine)
- Occasional: (i.e. driving, lifting over 10 pounds up to 30 pounds, reaching above

APPLICATION INFORMATION AND DEADLINE Applications should include the following:

- Cover Letter
- Resume
- List of References (*names, addresses & phone numbers of 3-5 current professional references*).
- HU Employment Application LINK:HU App

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application material to: Humanresources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948