

HUMAN RESOURCES DIRECTOR POSITION DESCRIPTION

**Salaried Exempt Position
Reports to Executive Director**

Qualifications

- Education: BS Degree Preferred
- Demonstrated HR Administration proficiency preferably with 5 years' experience in the following areas: recruiting, record keeping, pertinent State & Federal laws and regulations, employment law, workers comp, FMLA, and development and compliance of policies and procedures.
- Knowledgeable with the Affordable Care Act
- Detail oriented
- Self-directed
- Computer literate
- Excellent communication skills

Primary Responsibilities

Direct the HR efforts of the Agency ensuring compliance in areas such as training, hiring, terminating, workers comp, FMLA, policy and procedures, and Title VI. Identify and analyze data to constantly improve the quality of the HR services provided in an efficient, customer friendly manner. Serve as an active member of the Executive Director Team at Admin with decision making processes and procedures. Serve as an active member on the Provider Reportable Events Review Team (PRERT) committee to review all reportable events biweekly. Serve as an active member of the biweekly Leadership Team meeting with Executive Staff and all County Directors regarding agency policies, procedures and improvement opportunities.

Job Description

- Supervise the HR staff
- Manage the Title VI compliance as Title VI Coordinator for the Agency
- Direct Agency employee training, recruiting, terminations, discipline process, workers comp process, leaves of absence, benefits, and personnel records
- Analyze data and trends
- Coach and counsel employees
- Develop, maintain and ensure compliance of Agency policies and procedures and DDA guidelines
- Ensure compliance of State and Federal regulations (i.e. Serve as EEO and ADA Coordinator/Officer)
- Represent Agency with legal counsel and on any appeal hearings (Unemployment) and mediation
- Mediate between employees and external benefit administrators
- Ensure professional, customer friendly relationships with internal as well as external customers
- Manage the annual insurance quote process
- Direct employee appreciation efforts
- Conduct Annual Employee Engagement Surveys (March of each year)
- Participate in other required Surveys/Assessments (i.e. TN NCI-IDD, Quality, TDOT, Title VI, CQL, etc.)

JOB ASSESSMENT FORM (ADA)

Job Title: HUMAN RESOURCES DIRECTOR

Primary Job Duties/Responsibilities: (Attach additional sheet if needed)

SEE ATTACHED JOB DESCRIPTION

JOB REQUIREMENTS (Applicant Must Be Able To:)
(Check OR x those that apply)

- 1. Stand or walk more than 70% of shift
- x2. Sit more than 50% of shift
- x3. Kneel or squat frequently
- x4. Bend or stoop frequently
- 5. Work with areas above shoulder level
- 6. Lift more than 25 pounds
- 7. Lift more than 50 pounds
- x8. Have full use of hands and/or arms or the equivalent with prosthesis
- x9. See 20/40 or equivalent with corrective lenses
- 10. Distinguish colors
- x11. Hear 40 decibels or equivalent with aids
- x12. Operate power equipment and/or tools-office equipment
- x13. Drive vehicles
- 14. Use ladders, step stools
- x15. Work alone (in isolated areas)
- 16. Work shifts
- x17. Tolerate high job stress (e.g., deadlines, unstructured demands, high work volume)
- 18. Mop, sweep, shovel more than 4 hours/day
- x19. Make accurate judgments and assessments of individuals and/or other staff and situations
- 20. Push/pull heavy loads such as positioning patients/objects onto carts/chairs/beds; pushing wheel chairs or large beds, etc.)
- x21. TB test required
- x22. Drug screen required
- x23. Background check required
- x24. Other: aggressive behaviors of supported individuals

JOB RISK (ENVIRONMENTAL) FACTORS:
(Check OR x those that apply)

- 1. Exposure to cold/warm/hot temperatures
- 2. Exposure to wet floors
- x3. Exposure to video display terminals, microfiche or increased eye concentration
- x4. Exposure to chemical vapors, including cleaning agents
- 5. Exposure to heavy metal (e.g., mercury) – Specify
- _____
- 6. Exposure to ionizing radiation
- 7. Exposure to dust
- x8. Exposure to sharp knives, cutters, blades (kitchen area)
- 9. Exposure to excessive noise
- x10. Exposure to carcinogens – cleaning agents
- 11. Infection hazard (e.g., TB, hepatitis, HIV)
- _____
- 12. Skin contact with solvents or other chemicals
- 13. Working around machinery with moving parts
- 14. Exposure to flying objects
- 15. Exposure to oil and/or gas fumes-vehicles
- 16. Other
- _____

I have read and understand the specific job functions as listed on the position description and acknowledge that I am able to perform the essential job functions _____ **with or** _____ **without** reasonable accommodation.

SIGNATURE: _____ DATE: _____