

Tuscaloosa's One Place

Human Resources Director

Tuscaloosa's One Place, A Family Resource Center empowers people to achieve their full potential. We provide resources to: promote self-sufficiency, strengthen families, and prevent child abuse and neglect; thus improving the quality of life for all members of our community.

Pay Range: \$52,500 - \$58,000

FLSA: Exempt

Qualifications:

- Bachelor's degree in Human Resource Management, Public Administration, or related field
- 2 to 3 years related experience
- Working knowledge of QuickBooks, Excel, and Word
- Any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job.
- Valid Alabama driver's license, current liability insurance and reliable transportation.
- Clearance through the Child Abuse Central Registry and criminal background check.

Reporting to the Executive Director, the Human Resources Director manages the human resource functions of Tuscaloosa's One Place (TOP) including but not limited to personnel policy development and implementation, recruitment, and selection, testing and assessment, compensation and classification, benefits, and training for all TOP employees.

The Human Resources Director (HRD) meets with the Executive Director one-on-one monthly to discuss departmental specific goals and objectives, special projects, HRD specific tasks, staff development, progress, and concerns. The Human Resources Director meets monthly with the Executive Team, Management Team, and Agency Team to discuss overall agency operations, goals and objectives, progress, and concerns. The Executive Director conducts a job performance annual review of the Human Resources Director.

The Human Resources Director is required to have at least 15 hours of Professional Development annually which must include Mandatory Reporting of Child Abuse and Neglect, Domestic Violence, and Harassment. Staff Development will also include approved and/or recommended departmental training.

Duties and Responsibilities:

The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Develops, recommends, implements, and administers effective policies and programs related to employee selection, recruitment, testing, compensation and classification, benefits, and employee training, and other administrative and/or payroll duties.
- Processes employee concerns and problems and counsels employees on employment and benefit issues.
- Develops and/or coordinates the administration of selection/promotion processes including reviewing job applications and/or resumes, conducting interviews, conducting background investigations, and participating in the selection of job applicants for positions with TOP.
- Conducts and responds to wage and salary surveys, evaluates, and recommends updates to the TOP pay plan, reviews department staffing levels, and provides recommendations to management.
- Conducts job analyses and prepares written job descriptions through incumbent interviews, on-site employee observation, and the use of other objective and valid job evaluation tools.
- Oversees and/or conducts employee drug and alcohol testing and screening program.
- Coordinates the administration of mandated programs including FMLA, ADA and Worker's Compensation.
- Ensures the accurate maintenance and management of the payroll/time and attendance system, enters and updates employee and payroll information and processes payroll.
- Maintains/supervises the maintenance of official records related to employee personnel files, recruitment, selection, examinations, testing, appeals, certifications, and other related files.
- Maintains knowledge and technical proficiency in applicable personnel laws, regulations, and policies.
- Attends meetings, seminars, and training sessions to remain knowledgeable of TOP operations and to promote improved job performance and communications; reads professional literature and maintains professional affiliations.
- Composes, prepares, reviews, and/or approves a variety of forms, logs, requests, records, reports, correspondence, and documents associated with daily responsibilities of this position.
- Meets regular attendance requirements (Monday-Friday, 8:00am-4:30pm)

Required Skills

- Ability to work collaboratively and independently; Ability to speak and write persuasively.
- Highly creative in developing approaches to problem solving.
- Superb organizational skills and critical thinking ability
- Knowledge of Microsoft Office (Word, Excel, PowerPoint).
- Ability to occasionally push, pull, lift, carry and/or move up to 50 pounds.
- Ability to stoop, bend, squat, climb stairs, crouch, or kneel on an occasional basis.