



Job Title

Human Resources Director

Summary of Role and Responsibilities:

The Human Resources Director will have a broad knowledge of human resources law, human resources functional areas in a non-profit environment, including everything from recruitment and onboarding to benefits administration and compliance. They maintain and update employee records, complete required tax documents, insurance and benefits reporting requirements, ensure that all records and reporting are completed in accordance with current HR law, and manage the automated timekeeping system accurately and in a timely manner. This is a full time, exempt position. This position reports to the Executive Director. This is a supervisory role, but does not currently supervise staff.

Essential Job Functions:

1. Ensure compliance with all Human Resources laws in all SWN activities.
2. Serve as the EEO Officer.
3. Support management with strategic succession planning, professional development activities, and staffing needs.
4. Oversee equitable hiring processes including full-cycle recruiting and conducting reference and background checks.
5. Provide onboarding and orientation of all new hires to the company including organization policies, general operating procedures and culture.
6. Serve as advisor to management and staff on employee relations issues based on knowledge of current HR law and regulations.
7. Coordinate off boarding activities including exit interviews, account termination in all platforms, return of company property, etc.
8. Direct the resolution of all staffing issues such as mediating disputes and directing disciplinary actions.
9. Lead engagement and retention initiatives that build SWN's culture of innovation.
10. Work closely with the Communications Specialist to develop and manage employee communication to ensure employee awareness and participation in events.
11. Interpretation and maintenance of employee handbook, employee directory, and organizational chart.
12. Plan, coordinate and direct all employee benefit programs.

13. Coordinate employee development plans and performance appraisals.
14. Coordinate employee training opportunities to support employee development plans.
15. Development of organizational manuals, guidelines and procedures.
16. Prepare reports as needed.
17. Assist with budget monitoring, benefits invoicing and payroll.
18. Maintain general HR, recruiting and performance metrics for tracking, reporting and auditing purposes.

Critical Knowledge, Skills and Abilities:

1. Experience using Zoom/Microsoft Teams platforms to conduct meetings and interviews.
2. A thorough understanding of HR laws, legal codes, government regulations, and organization policies and procedures. Ability to apply them consistently and fairly in daily operations.
3. Ability to maintain absolute confidentiality, be trusted with sensitive HR data/information and seek to protect it.
4. Excellent communication skills both verbally and in writing.
5. Superior knowledge of all HR functions and best practices.
6. Organizational and conflict management skills with demonstrated ability to deliver counseling resulting in desired outcomes.
7. General working knowledge of FMLA, ADA, and EEO laws and guidelines.
8. MS Office Suite and experience with a web based time keeping and payroll system.

Required Qualifications:

Note: Any acceptable combination of education, training, and experience that provides the above knowledge, skills and abilities may be substituted.

Training and/or Education

Bachelor's Degree in Human Resources or a related field.

Experience

5 or more years of Human Resources experience

Licenses or Certificates

Human Resources related certification is preferred (SHRM or PHR)

Work Environment:

Physical Demands

Work is performed in an office setting sitting at a desk or computer, in business offices/worksites and at events held in Harford and/or Cecil counties. Work requires

walking, standing, bending, stooping, carrying of light objects and driving personal vehicle. Daily local travel is required.

Unusual Demands

The work involves frequent interruptions, deadline pressure, and occasional attendance at evening events.

Salary:

\$66,000 - \$98,700

Benefits:

- Medical insurance
- Dental insurance
- Vision insurance
- Health reimbursement account
- Company paid life insurance
- Company paid short-term and long-term disability
- Paid time off
- 403(b) Retirement Plan
- Tuition reimbursement