



OPRC JOB DESCRIPTION

TITLE: Director of Human Resources & Administration

PRIMARY RESPONSIBILITY: To serve as a member of OPRC's executive leadership team and to run the daily functions of the Human Resource (HR) department, including but not limited to:

- Recruitment and hiring
- New staff onboarding
- Administering pay, benefits, and leave
- Employee review process
- Enforcing company policies and procedures
- Compliance with Federal, state and local statutes pertaining to employment practices.

The Director of HR & Administration will also assist the President and Board of Directors in the further development and execution of the organization's vision, and programs to achieve OPRC's mission and goals. The Director will also advise and guide department Directors in the development of personnel plans to achieve departmental objectives (working with them to understand and translate the organization's strategic direction and objectives into staff training and development practices that support effective departmental programs, initiatives, and special projects).

SUPERVISORY RELATIONSHIP: Reports to President/CEO

SUPERVISORY RESPONSIBILITY: Supervises Executive Administrative Coordinator.

EDUCATION AND EXPERIENCE: Undergraduate degree in a field relating to organizational management, human resources, real estate management, public relations, or social services. A minimum of five (5) years of experience in management, human resources, property management, marketing or any combination of the above which supplies the required knowledge, ability and skills. SHRM-CP certification will be required within 6 months of hire.

REQUIRED SKILLS AND ABILITIES:

- Ability to support, grow, and sustain a positive organizational culture.
- Excellent active listening and communication skills.
- Effective coaching skills (to equip employees to increase their capacity)
- Proven ability to identify and solve problems in a timely manner.
- Conflict resolution skills and the ability to communicate and fully document issues clearly and concisely.
- Effective benchmarking and data analysis skills.
- Cultural Awareness and clear understanding of the employee experience.
- Technical proficiency with MS Office 365 and HR software for strategic workforce planning
- Ability to multi-task and adapt to changing priorities.
- Ability to exercise the highest level of discretion and maintain confidentiality.

SPECIFIC RESPONSIBILITIES: Performs tasks required to administer and execute human resource programs including but not limited to: performance and talent management; productivity, recognition, and morale; compensation, benefits, and leave; disciplinary matters, disputes and investigations; occupational health and safety; and training and development.

Employee Development and Training

- Provides and/or coordinates training of senior management and supervisors in Supervisory Best Practices and Employment Relations.
- Collaborates with senior managers/supervisors to plan, identify, and schedule staff training to ensure skill and capacity growth.
- Identifies and coordinates employee training that supports paths for advancement within the organization and lays the groundwork for an effective succession plan.

Performance Evaluation and Training

- Coordinates Annual Employee Review process.
- Provides support and guidance to Managers/Supervisors that results in clear, concise, and effective employee performance reviews.
- Collaborates in determining employee promotion/advancement and annual increases; prepares and presents recommendations to President and Board Personnel Committee.
- Guides and participates in employee disciplinary meetings, terminations, and investigations.

Staffing

- Recruits, interviews, and facilitates the hiring of highly qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.

Employee Benefits

- Manages annual review of employee benefits and insurance plans including benchmarking, plan comparison, cost containment, and renewals; prepares and presents recommendations to Personnel Committee and Board.
- Conducts annual employee benefits open enrollment.
- Administers OPRC's 401(k) plan, provides employee enrollment data and requests for changes in contribution(s) to plan record keeper, and coordinates employee annual and one-on-one meetings with plan Independent Advisor/Fiduciary.
- Prepares and submits OPRC 401(k) year-end documents for distribution of Employer Contribution and responsible for electronic submission of required IRS 5500 filing.

Compliance

- Responsible for compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews company policies and practices to ensure compliance.
- Reviews, tracks, and documents compliance with mandatory training regarding continuing education, safety training, anti-harassment training, and professional licensure.
- Ensures the Employee Handbook is revised as needed to comply with all employment statutes and policies.
- Ensures that all employees are dealt with fairly and equitably and in compliance with employment best practices, employment law, and company policy.

Further Responsibilities

- Leads negotiations of SEIU Local 73 Collective Bargaining Agreement.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Coordinates and provides guidance in the development of corporate policies related to health, safety, and employment practices.
- Performs other duties as assigned by President.

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.
- Ability to navigate various departments and locations of the organization.
- Ability to lift 15 lbs.