

JOB DESCRIPTION

Job Title	Human Resources Director	Department	Management
FLSA Status	Exempt	Reports To	Store Director
<input checked="" type="checkbox"/> Fulltime	<input type="checkbox"/> Part-time	Hours	40
Date Created		Approved	

Primary Functions: The Human Resources Director is responsible for overseeing the Human Resources function and ensuring compliance with all federal, state and local regulations.

Essential Functions

- Oversees HR processes and administers procedures including but not limited to:
 - All employee records
 - Recruitment (advertising, interviewing, reference checks, testing, orientation, etc.)
 - Benefits
 - Payroll/Unemployment Claims
 - Workers Compensation/OSHA
 - Employee Training
 - Termination process (voluntary, involuntary, and exit interviews)
 - Systems and procedures
- Recommends, develops, and implements personnel policies and updates employee handbook annually if needed.
- Stays current on federal, state and local law changes and tracks all information needed for reporting and compliance.
- Plans and implements employee recognition program.
- Provides reports as requested.
- Participates in and conducts wage survey within labor market to determine competitive wage rates.
- Any other duties as assigned.

Competencies

The Human Resources Director must be self-motivated, flexible, conscientious, organized, and have a good attention to detail. Also, must have excellent interpersonal and communication skills, and interface well with management, co-workers, and the public. The Human Resources Director must have the ability to lead and motivate teams; work in fast-paced environment, have good judgement, discretion, and make decisions. The Human Resources Director must be proficient with math and analysis, budgeting, and technology (HR Systems and processes) and have knowledge of Federal, State and Local laws.

Education and Experience

BS/BA in Human Resources Management or equivalent combination of experience and education
 5+ years' experience in Human Resources Management
 SHRM or HRCI Certification in Human Resources
 Microsoft Office Proficient

Physical Requirements

Ability to be in a stationary position and/or move about for various intervals
 Ability to utilize the phone (requiring auditory and verbal senses)
 Ability to utilize computer for various intervals (requiring finger dexterity/visual acuity)
 Ability to lift up to 20 lbs. and file in 5 drawer lateral cabinet
 Ability to travel independently (via plane/car)
 Regular and predictable attendance

Disclaimer

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not exclude or restrict the tasks that may be assigned.