



JOB DESCRIPTION

Date: January 15, 2024

Title: **Director of Human Resources**

Job Classification: Exempt

Reports Directly to: CFO

Under the general, technical, and administrative supervision of the Chief Financial Officer, and in accordance with established policies and procedures, the Director of Human Resources responsibilities include, but are not limited to:

HR Leadership- Compliance, Policy and Employment Practices

- With input from and in consultation with senior administrative leadership, develop and implement HR strategies that support the School's overall mission, vision, and strategic initiatives
- Remain current on employment law and work with the School's legal counsel to ensure compliance with applicable laws
- Create and maintain employee personnel records in compliance with state, federal, CAIS, and school guidelines
- In partnership with our contracted PSL consultant, oversee the Public Service License process - maintaining PSL list, scheduling drug testing and other compliance oversight
- Maintain and update the employee handbook, as needed
- Develop/edit/update job descriptions for all employees. Complete periodic job description audits and reclassify employees as appropriate under the Fair Labor Standards Act
- Ensure compliance with federal and state statutes/laws such as FMLA, ADA, Sexual Harassment, OSHA, Worker's Compensation, Title VII, and ERISA
- Counsel employees/managers regarding disciplinary problems, provide mediation when necessary.
- As appropriate, direct, oversee, or attend employee disciplinary meetings, terminations, and investigations.
- Provide guidance to senior leaders and supervisors on handling difficult conversations and conflict resolution

Compensation and Benefits

- Successfully manage and coordinate benefit programs (Health, HSA Accounts, Dental, Section 125, 403(b) Retirement Plan, LTD, Life/AD&D and COBRA) for employees, including all employee communication, problem solving and claims resolution
- Ensure all plans comply with applicable laws and statutes (HIPAA, ERISA and IRS guidelines)
- Research and implement new supplemental benefit programs as needed
- Analyze trends and conduct benchmarking in compensation and benefits; propose changes, as needed, to ensure IMS attracts and sustains high-caliber employees
- Assist in development of insurance budget and negotiate contracts on an annual basis with CFO.
- Responsible for benefit plan documents and summary plan descriptions as needed for plan changes and legal compliance.
- Manage annual open enrollment process for benefits offerings, coordinating with providers and ensuring a smooth experience for employees
- Respond promptly to employee inquiries regarding benefits, serving as a knowledgeable and approachable resource

Hiring and Recruitment Support

- Collaborate with hiring managers to define position requirements, create job descriptions, and establish recruitment strategies
- Provide training for hiring and interview practices as needed
- Coordinate with the Dean of Faculty and Director of EIB on hiring goals and initiatives. Ensure the hiring process is fair and equitable, promoting diversity and inclusion in candidate recruitment and selection
- Implement and lead the onboarding process for all new employees in coordination with the Dean of Faculty and other administrators: Background checks, CHRI fingerprinting, Internal Communication to applicable departments. Provide orientation regarding policies and procedures and benefits, tour offices, etc.
- Together with the Dean of Faculty, oversee recruitment lifecycle, including recruitment, posting open positions, and coordinating candidate visits and paperwork. Communicate any open positions internally before posting externally.

Employee Relations

- Manage employee separation process for both voluntary/involuntary terminations.
- Provide training for department chairs and administrators on various HR topics including interviewing skills, performance reviews and employee coaching.
- Coordinate and oversee necessary professional development and compliance training for all employees.
- Manage Worker's Compensation program (file claims, follow-up, etc.)
- Maintain Policy and Procedure manual and keep employees up to date on any new federal and state regulations

- Conduct thorough and impartial investigations into employee relations issues, ensuring compliance with applicable laws and regulations
- Document investigation processes, findings and resolutions, maintaining accurate and confidential records
- Perform exit interviews, notify school community upon departure of personnel
- Manage visas and permanent resident processes with appropriate immigration and employment law offices" or something to that effect.
- Maintain Employee contact list

Minimum Qualifications Required:

- B.S. in Human Resources or related field, Master's degree preferred
- 5 years relevant experience
- PHR/SPHR certification highly preferred
- Strong negotiation and conflict resolution skills
- Knowledge of and experience with Paychex and Employee Navigator a plus
- Excellent communication, interpersonal and presentation skills
- Ability to act with integrity, professionalism and confidentiality
- Commitment to Diversity, Equity, Inclusion and Belonging with a track record for implementing practices that support diversity initiatives in the workplace

Additional Provisions:

- This job description is not a written or implied contract, and may be revised or amended by the School at any time and for any reason.
- This job description is not intended to be all-inclusive. It is understood that the employee will also perform other reasonable, related business duties if requested to do so by the immediate supervisor or other management personnel.
- The School reserves the right to amend, alter, modify, revise, reduce, restrict and/or terminate any or all of its Policies and Procedures at any time and for any reason, including, particularly but without limitation, those provisions regarding employee benefits.

Interested and qualified candidates should submit a formal letter of application, current resume, and a list of three references to: cheryl_sleboda@indianmountain.org