

HUMAN RESOURCES DIRECTOR

The Family Center's mission is to strengthen families affected by crisis, illness or loss to create a more secure present and future for their children. The Family Center has been the pioneer in the design and research of health care coordination and education, permanency planning and advocacy services that address the myriad of issues that challenge families. Please visit our website at www.thefamilycenter.org to learn more about our services.

The Family Center is seeking an experienced **Human Resources Director** with outstanding people skills to manage our personnel and ensure that as an agency we are meeting all organization goals and objectives and working together with the executive management team ensuring that all programs and initiatives are effective, efficient, and aligned to overall business objectives.

The ideal candidate for this role should possess a high work ethic, excellent communication skills, knowledge of labor regulations and HR practices, strategic thinking abilities, strong organizational skills, and excellent interpersonal skills. The HR Director is expected to improve HR processes, implement strategies that support business growth, improve morale and employee retention, enhance safety and wellness, strengthen relations between staff and employers, manage job satisfaction, attract the best talent, and promote the organization's values. The Director of Human Resources reports to the Executive Director.

RESPONSIBILITIES

- Leads the human resource's function that supports the organization's mission, values, and strategic goals.
- Ensure good procedures and processes for legal compliance and proactive HR practices are in place and well-executed.
- Keep leadership abreast of new developments in HR policy and guidelines.
- Direct and oversee Human Resources activities including recruitment, employee relations, legal compliance, performance management, training and benefits.
- Keep manuals and policies current and oversee a thoughtful staff performance review process.
- Be a trusted and objective sounding board to hear, vet, and navigate tough HR issues.
- Support managers and employees on all employee-related issues such as, but not limited to: performance reviews, performance management, documentation, progressive discipline measures, career development, employee relations issues, policies and procedures, and all employment/labor laws.
- Manage onboarding process for new employees using Paychex Onboarding Portal. Process background checks and fingerprinting as required.
- Manage all benefits plans including compliance notices, enrollments, terminations, annual plan renewals, open enrollment process and quarterly disability/PFL billing.
- Manage FMLA/Disability and PFL leaves for employees.
- Manage semi-monthly payroll process utilizing Paychex Time and Attendance., including tracking staff PTO.
- Prepare semi-monthly and monthly billings, compliance reporting including 5500 and 8955-SSA, plan restatements, participant notices and approval of distributions.
- Oversee, implement update, and maintain all required Covid protocols and policies including tracking vaccination or weekly testing requirements.

- Stay abreast of all NYC, NYS and federal public health directives that impact HR policies .
- Additional duties as assigned and/or special projects as requested.

MINIMUM REQUIREMENTS

- Proven experience as HR Director
- Excellent knowledge of employment legislation and regulations
- Thorough knowledge of human resource management principles and best practices
- Bachelor's degree in human resources management, Master's degree preferred
- PHR or SHRM-CP preferred
- Excellent communication skills (written and verbal)
- Highly organized
- Superior interpersonal and leadership skills.
- Detail-oriented.
- Good problem-solving skills.

Salary Range: \$80,000-\$90,000

Please email resume with cover letter that includes salary requirements to jobs@thefamilycenter.org and put "Human Resources Director" in subject line.

*The Family Center is an Equal Opportunity Employer.
The Family Center is covered under FMLA.*