

Gleaners Community Food Bank of Southeastern Michigan Job Description

Job Title: Human Resources Director
Reports To: Vice President, Administration
FLSA Status: Exempt
Department: Administration
Last Update: Draft September 2017

Reporting directly to the Vice President of Administration, the human resource director is responsible for the overall administration, coordination and evaluation of the human resource function.

Essential Duties and Responsibilities

1. Human Resource Generalist Functions

- Annually reviews the organization's policies, procedures and practices on personnel matters.
- Maintains responsibility for organization compliance with federal, state and local legislation pertaining to all personnel matters.
- Communicates changes in the organization's personnel policies and procedures and ensures that proper compliance is followed.
- Assists senior management in the annual review, preparation and administration of the organization's wage and salary program.
- Consults with legal counsel as appropriate on personnel matters.
- Works directly with directors and managers to assist them in carrying out their responsibilities on personnel matters.
- Recommends, evaluates and participates in staff development for the organization.
- Develops and maintains a human resource information system that meets the organization's personnel information needs.
- Participates on committees and special projects and seeks additional responsibilities.
- Responds to all employment verifications.
- Administers and audits employee time off program
- Coordinates extended employee leave requests (FMLA, Short term disability, Long term disability, etc.), ensuring all required documentation is distributed and received.

2. Payroll Processing

- Maintains payroll information by collecting, calculating, and entering data.
- Updates payroll records by entering changes in exemptions, insurance coverage, payroll deductions, etc.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Resolves payroll discrepancies by collecting and analyzing information.
- Provides payroll information by answering questions and requests.
- Maintains payroll operations by following policies and procedures; reporting needed changes.
- Maintains employee confidence and protects payroll operations by keeping information confidential.

3. Employment Process Coordination

- Maintaining and assisting in the creation of, and updating all job descriptions.
 - Assists with the recruitment of positions (e.g. posting, advertising, etc.)
 - Receives and responds to all employment inquiries.
 - Completes interview arrangements by contacting applicants, scheduling interviews, conducting phone interviews, etc.
 - Once hired, processes and prepares all post offer requirements
 - Coordinates or conducts exit interviews to determine reasons behind separations.
4. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
 5. Other duties as assigned.

Scope of Position:

Budgetary Responsibility: Moderate

Personnel Responsibility: High

Access to Confidential Info: High

Supervisory responsibility: Low

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

1. Bachelor's Degree or equivalent experience desirable.
2. Eight to ten years of human resources experience, in a management level capacity which includes payroll processing
3. Non Profit experience desirable.
4. Working knowledge of relevant employment laws (FMLA, ADA, EEOC, etc)
5. Human Resource software experience desirable.
6. Excellent written and verbal skills

Language Ability

Excellent verbal and written communication skills; with the ability to write routine reports, and correspondence are required. Strong interpersonal skills with all contacts, internal and external, are required.

Math Ability

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance. Basic knowledge of bookkeeping desired.

Reasoning Ability

Strong analytical skills are required. Ability to proactively address and creatively solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should be proficient in Microsoft Office.

Work Environment

The standard work environment is an office setting with fluorescent lighting and temperature and humidity controlled by air conditioning and heating. The noise level in the work environment is usually low. The employee will occasionally be required to perform duties in other settings (i.e. Warehouse or industrial environments, outdoors, other corporate settings.)