



Amador Tuolumne Community Action Agency

ATCAA HUMAN RESOURCES DIRECTOR Job Description

Definition: As part of the ATCAA team, the Human Resources Director plays an essential role in ATCAA as a whole. Under general supervision of the Executive Director, the Human Resources Director is responsible for planning, directing, and coordinating human resource management activities of the agency to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment and hiring, training and development, performance management, safety management, personnel policies, and regulatory compliance.

Supervisor: Executive Director

Supervises: Human Resources Manager

Job Duties and Responsibilities Related to This Position:

- Review existing compensation, benefits, and performance management policies for system enhancements and to ensure compliance with legal requirements, providing recommendations to Executive Director;
- Review and update hiring and employee orientation procedures including recruitment, testing, and interviewing procedures;
- Analyze annual employee benefit options, developing recommendations on health-related plans, and seek additional benefit enhancements for employees;
- Keep informed of new laws and regulations regarding human resource issues and required training, impacting the agency and recommend policy modifications as needed;
- Advise Program Directors on organizational policy matters such as equal employment opportunity, sexual harassment, performance management, leave management and make recommendations for policy enhancements;
- Serve on the executive management team, and advise and support agency Program Directors on human resource issues;
- Assist supervisors and staff with questions on policies and procedures, such as leave requests, ADA, worker injuries;
- Assist with facilitating employee issues, hearing and resolving grievances, mediating disputes and helping to resolve other work-related problems;
- Plan, direct, supervise, and coordinate work activities of Human Resource staff;
- Analyze training needs of employees and supervisors regarding agency policies and mandated training; provide employee and supervisory trainings;
- Analyze and enhance the Agency's Illness and Injury Prevention Plan, including emergency/disaster preparedness, working with Program Directors and Supervisors for ongoing safety related training;
- Ensure maintenance of appropriate records and compile statistical reports concerning personnel-related data;
- Analyze statistical data and reports to identify and determine causes and develop recommendations for improvement of agency's policies and practices;
- Represent agency at personnel-related hearings and investigations;
- Review and enhance systems and protocols within the Human Resource Dept. as a continual quality improvement focus, looking for new technology available;
- Work closely with the Payroll staff to assure timely information exchange and communications;



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- Develop and implement a training plan for HR staff development;
- Assist with employee recognition plans and activities.

General Duties and Responsibilities:

As a part of the ATCAA team, all employees play an essential role in ATCAA as a whole, and are expected to:

- Demonstrate and encourage a professional and positive attitude in all job-related activities;
- Maintain confidentiality in accordance with standards as outlined in the Statement of Confidentiality and Ethics;
- Accomplish all work activities in a safe and timely manner within assigned guidelines and consistent with ATCAA Personnel Policies and Operating Procedures;
- Report and/or correct deficiencies that constitute immediate threats to health and safety;
- Complete other tasks as assigned by the supervisor that are consistent with the definition and intent of the job description;
- Carry out supervisory responsibilities in accordance with ATCAA's Personnel Policies. Responsibilities include training employees; planning, assigning, and reviewing work; problem solving; appraising performance, both formally and informally.

Minimum Qualifications:

- Minimum of three (3) years of experience managing a Human Resources unit.
- Possession of a valid California Driver's license and an acceptable driving record.
- Ability to obtain fingerprint clearance upon offer of employment.
- Experience using office software, including the Microsoft Office and Office 365.
- Effective oral and written communication skills.
- Knowledge of employment and benefits law.

Desired Qualifications:

- Bachelor's degree in Business or Public Management or a related field;
- HR Certification (either private or public sector focus).

ATCAA Salary Range: 153

I have read this job description. I meet the minimum qualifications listed. I understand and agree to comply with the duties, responsibilities, salary, and hours required and all other related responsibilities.

Employee Signature

Date