**Position Title: Human Resource Director**

**Reports To: PACE SEMI President/CEO**

**Member of: Sr. Leadership Team**

**Position Description:**

The HR director is responsible for developing Worklife strategies that foster high performance and staff engagement based on the PACE Southeast (SEMI) mission, vision, values and desired culture. The HR Director is accountable for developing, directing, leading and implementing HR strategies, goals, program services, policies, systems, and processes for PACE Southeast Michigan. The major areas to direct include:

* Workforce Planning, Recruitment & Talent Management
* New Hire Onboarding
* Organizational/Leadership Development
* Performance Management
* Employment & Compliance to Legal/Regulatory Requirements
* Compensation & Benefits Administration
* HR policy development and [documentation](https://www.thebalance.com/documentation-1918096)
* Employee Safety, Health & Wellness
* Employee Onboarding, Training, Career Development
* Employee Relations
* [Communication](https://www.thebalance.com/communication-in-the-workplace-1918089), Social Media & HR Intranet
* Payroll Policy & Practices & HRIS oversight
* HR department staff, goals & development

1. Proactively plans workforce needs based on established staffing ratios and future growth demands for PACESEMI. Establishes and leads the [recruiting and hiring practices](https://www.thebalance.com/a-checklist-for-success-in-hiring-employees-1916814) and procedures necessary to recruit and hire a [superior workforce](https://www.thebalance.com/want-a-superior-workforce-1916768).
2. Formulates and recommends Human Resources policies and objectives for the company with regard to employee relations.
3. Partners with management to communicate Human Resources policies, procedures, programs and laws.
4. Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of [employee morale](https://www.thebalance.com/you-can-boost-employee-morale-1918107) and motivation.
5. Conducts investigations when employee complaints or concerns are brought forth.
6. Monitors, advises and coaches managers and leaders on any HR related issues.
7. The implementation of a performance improvement process with non-performing employees.
8. Reviews, guides, and approves management recommendations for [employment separations.](https://www.thebalance.com/how-to-fire-with-compassion-and-class-1917908)
9. Leads the implementation of company safety and health programs. Monitors the tracking of OSHA-required data.
10. Establishes the company wage and salary structure, [pay policies](https://www.thebalance.com/bond-funds-and-etfs-4073609), and oversees the [variable pay](https://www.thebalance.com/variable-pay-and-benefits-for-employee-retention-1918287) systems within the company including bonuses and raises.
11. Leads competitive market research to establish pay practices and pay bands that help to recruit and retain high performing staff.
12. Monitors all pay practices and systems for effectiveness and cost containment.
13. Leads participation in at least one salary survey per year.
14. With the assistance of the CFO, obtains [cost effective, employee serving benefits](https://www.thebalance.com/most-of-employee-benefits-1917723); monitors national benefits environment for options and cost savings.
15. Recommends changes in benefits offered, especially new benefits aimed at [employee satisfaction](https://www.thebalance.com/employee-satisfaction-1918014) and retention.
16. Leads company compliance with all workplace laws and government reporting requirements.
17. Leads and ensures effective implementation and full utilization of the HRIS (UltiPro) and all its components to enable a user-friendly HR system.
18. Selects and supervises Human Resources consultants, attorneys, and training specialists, and coordinates company use of insurance brokers, insurance carriers, pension administrators, and other outside sources.
19. Conducts a continuing study of all Human Resources policies, programs, and practices to keep management informed of new developments
20. Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment.
21. Manages the development and maintenance of the Human Resources sections of both the Internet, particularly recruiting, culture, and company information; and Intranet sites
22. Defines all Human Resources onboarding and training programs, and assigns the authority / responsibility of Human Resources and managers within those programs. Provides necessary education and materials to managers and employees including workshops, manuals, employee handbooks, and standardized reports.
23. Establishes an in-house employee training system that addresses company training needs including training [needs assessment](https://www.thebalance.com/bonds-basics-4073607), [new employee orientation](https://www.thebalance.com/bonds-basics-4073607) or onboarding, management development, production cross-training, the measurement of training impact, and [training transfer](https://www.thebalance.com/bonds-basics-4073607)
24. Directs the preparation of information requested or required for compliance with laws. Approves all information submitted. Serves as the primary contact with the company employment law attorney and outside government agencies.
25. Manages employee communication and feedback through such avenues as company meetings, suggestion programs, [employee satisfaction surveys](https://www.thebalance.com/employee-satisfaction-1918014), newsletters, employee focus groups, one-on-one meetings, and Intranet use.
26. Identifies and monitors the organization's culture so that it supports the attainment of the company's goals and promotes employee satisfaction.
27. Manages the [company-wide committees](https://www.thebalance.com/the-5-teams-that-every-organization-needs-1918507) including the wellness, training, environmental health and safety, activity, and culture and communications committees.
28. Keeps the CEO and the leadership team informed of significant problems that jeopardize the achievement of company goals, and those that are not being addressed adequately at the line management level.
29. The Human Resources Director assumes other responsibilities as assigned by the CEO.

**QUALIFICATIONS:**

* Broad knowledge and experience [in employment law](https://www.thebalance.com/changing-employment-laws-1917681), compensation, organizational planning, organization development, employee relations, safety, and training and development
* Above average oral and written communication skills.
* Excellent interpersonal and [coaching skills](https://www.thebalance.com/tips-for-effective-coaching-1917836).
* Demonstrated [ability to lead and develop](https://www.thebalance.com/secrets-of-leadership-success-choose-to-lead-1918614) Human Resources staff members.
* Demonstrated ability to serve as a successful participant on the senior management team that [provides company leadership and direction](https://www.thebalance.com/how-to-do-human-resources-strategic-planning-1918404)
* Excellent computer skills in a Microsoft Windows environment. Must include Excel and skills in database management and record keeping.
* Experience in the administration of benefits and compensation programs and other Human Resources programs
* Evidence of the practice of a high level of confidentiality.
* Excellent organizational skills.

**Education and Experience**

* Masters Degree In Human Resources or related field required.
* Ten plus years of progressive leadership experience in Human Resources positions.
* Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations, preferred.
* Active affiliation with appropriate Human Resources networks and organizations and ongoing community involvement, preferred.