

Delta Sigma Theta Head Start/State Preschool

JOB ANNOUNCEMENT

JOB TITLE: DIRECTOR OF HUMAN RESOURCES

Date Posted:	July 12, 2010
Closing Date:	July 23, 2010
Exempt:	Yes
Department:	Human Resources
Reports To:	Executive Director
Location:	Executive Office
Salary:	\$ 5,749.00 to \$6,837.00 Monthly

GENERAL FUNCTION

Directly responsible for the overall administration, coordination, and evaluation of the Human Resources function. Responsible for the development, maintenance, and continuous improvement of systems, policies and procedures that meet the needs of the Agency, its staff and support the mission, vision, and values of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support the Executive Director to maintain a highly competent culturally diverse workforce.
- Ensure the agency is in compliance with Federal and State labor laws, contractual requirements, and other regulatory groups such as EEOC, OSHA, FMKLA, FLSA, and Workers Compensation and the preparation of the Agency's Affirmative Action Plan.
- Identify current talent needs and gaps in the Agency, implement plans to attract, develop and retain staff.
- Oversee effective execution of employee/labor relations, compensation and benefit programs, organizational and professional development, succession planning, and employee communications.
- Conduct new hire orientation to promote a positive attitude toward organizational goals and objectives.
- In conjunction with the Executive Director establish short and long term objectives for all functions of the Human Resources Department.
- Advice and partner with Senior Management team to develop and implement programs that support the attainment of Agency goals and objectives
- Provides consultation and training on all Human Resources related policies and practices to employees and management including Corrective Action and Performance Management.
- Keep abreast of applicable laws and government regulations related to all Human Resources functions
- Timely responses to formal/informal grievances presented by union and non-union employees
- Conduct timely investigations into complaints and initiate mediation and problem resolution strategies as appropriate
- Coordinates and or conducts exit interviews

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- Consults with legal counsel as appropriate and/or as directed by the Executive Director
- Monitors the outcome of unemployment/workers compensation claims and assists department with appeals
- Provide monthly Human Resources reports, executive briefing and recommendation to the Executive Director, Senior Management, Policy Committee and Board of Directors
- Ensure that the Human Resources staff practices a high level of confidentiality
- The Human Resources Director will share responsibility with Fiscal to manage the payroll process for the Agency's employee base

EDUCATION AND EXPERIENCE

- Bachelor's degree in Human Resources, Business Administration, Organizational Development, Communication or an equivalent combination of education and experience.
- Minimum of five (5) years in managing a Human Resources function. Five years experience in organizations of 200 or more employees with experience including exposure to the major disciplines of Human Resources management, (e.g. benefits, compensation, employee relations, staffing, training and development.
- Experience in a union and non-union environment (preferred)
- Knowledge of Head Start Performance Standards (preferred)

TRAVEL REQUIREMENTS

- Must have a reliable personal automobile for use on the job;
- Must have a valid California Driver's License;
- Must have documentation of the required California automobile insurance coverage;
- Some travel required to various delegate locations, grantee office, and training workshops.

LANGUAGE SKILLS

Bilingual (Spanish/English) preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- In depth knowledge in all areas of Human Resources, including current labor laws, performance management and compensation structures, and policy and procedure interpretation.
- Excellent verbal and written communication skills as well as strong interpretation skills with the ability to train, persuade, and partner with all organizational levels.
- Must be proficient with MS Office tools and any contemporary HRIS.

SPECIAL REQUIREMENTS

- Applicant must pass a Child Abuse Index and a Criminal Records Clearance with the Department of Justice prior to employment;
- Applicant must pass a pre-employment physical examination and TP/Chest X-Ray. TB Clearance must be renewed every year and Chest X-Ray renewed as required by local and state regulations;
- Applicant must demonstrate proficiency in oral and written communications.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

SCREENING

The screening will consist of a review and evaluation of employment application for minimum qualifications as specified above. Qualified candidates will be invited to an interview, which may consist of an oral examination/interview, a written/performance test or other test determined by management.

All potential employees need to be approved by the Advisory Board of Directors and Parent Policy Committee.

SPECIAL INSTRUCTIONS

In order to be considered as a candidate for this position, please file an official application at the following location:

DELTA SIGMA THETA HEAD START/STATE PRESCHOOL

5120 Goldleaf Circle Suite 270 Los Angeles, CA 90056

Contact Person: Karla Beltran

jobs@deltahstart.org

Tel: 323 295-2601

Fax: 323 299-4627

Please submit resumes, copies of degrees, transcripts and credentials with your application.