

POSITION DESCRIPTION**DIRECTOR, HUMAN RESOURCES**

Human Resources
Center for Quality Improvement and Standards
Region Ten Community Services Board

CLASSIFICATION TITLE: Director, Human Resources

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA exempt position. The incumbent serves as the Director of Human Resources of the agency. In this capacity, he/she has responsibility for the overall development and on-going operation of the Region Ten Human Resources programs. In this capacity, he/she has responsibility for staying current with all statutes and regulations, researching impact to the agency, and generating policy and procedure recommendations. The tasks are accomplished through technical research, Department of Behavioral Health and Developmental Services contacts, evaluation studies, and communications with appropriate resources and supervisors. This position provides direct supervision of the Human Resources Department staff. Work activities that are carried out as part of this position include: supervision and management of recruitment, selection, personnel/ payroll transfers, and benefits, classification, compensation, employee-employer relations, Human Resources planning and development, employee performance evaluation, policy recommendations, orientation development, management and supervision. He/she will also carry out affirmative action and equal opportunity principles in coordination with the Region Ten EEO Officer.

The incumbent reports to the Senior Director of Quality Improvement and Standards. In carrying out position responsibilities, he/she performs in accordance with applicable professional ethics and established Region Ten policies. The incumbent is expected to function with substantial initiative as well as utilize independent judgment.

The HIPPA access level for this position is Level One.

The essential functions of this job are starred below (*) under "Major duties."

MAJOR DUTIES:

1. *Continually evaluates and develops centralized Human Resources management system improving upon the computerization of such system.
2. *Researches, recommends and authors Human Resources management policies and procedures as required by CSB, state licensure, federal/state/local regulatory standards and laws, and Human Resources management standards to the management team and maintains current Human Resources Policy Manual.
3. *Interpreting regulations and policies.
4. *Provides oversight and guidance of agency hiring, termination, performance management protocols and practices, ensuring compliance with best practice.
5. Serves as consultant to Leadership Team on human resources concerns and initiatives.
6. Manages employee compensation, strategies and implementation.
7. *Develops, implements and maintains a centralized system of Human Resources transactions and record keeping in compliance with licensing regulations, law, and Region Ten policies.
8. *Develops and maintains a centralized system of recruitment and computerization of such system. Evaluates and recommends changes in recruitment and advertising based on market responsiveness and EEO standards.
9. *Recommends and evaluates employee benefits as directed by the Leadership Team.
10. *Develops and manages an employee performance evaluation system.
11. *Troubleshoots and processes HR/Legal employee/employer relationships issues.
12. * Supervises Human Resources staff, PRN clinical pool, and temporary staff as needed.
13. * Maintains knowledge of agency HRIS system, processes, workflows, and audit protocols.
14. *Participates collaboratively with QIS colleagues in agency initiatives.
15. Participate in meetings at VACSB related to human resources issues and maintains relationships with all partnership networks relevant to the position.
16. Oversees employee support, wellness expenditures and staff appreciation efforts.
17. Works with the training department on conducting training on issues related to human resources.
18. Teach various ongoing trainings which are required for their staff and agency staff.
19. Organize and maintain a library to include current state and federal standards, local and state plans, licensure requirements, agency policies and procedures and compiles examples of information and systems to be used for the continued improvement of the agency.
20. Provide a conduit for agency information to be communicated to all staff that are supervised.
21. Performs other duties as assigned.
22. Maintain intranet postings for HR.

QUALIFICATIONS:

Master's Degree in human resources field, such as Human Resource Management, Human Resources, Industrial and Organizational Psychology, Management with an HR concentration, MBA with a concentration in HRM, with five years' professional

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experience in human resources, or a combination of a bachelor's degree, training, and experience that provides the required knowledge, skills and abilities. Supervisory and upper level leadership experience required. Individuals without these qualifications may be considered if they have the knowledge skills, and abilities commensurate with the job description. Professional certification required within one year of hire.

The incumbent needs to possess the following knowledge, skills and abilities:

Knowledge of: state and federal regulations, Human Resources management system principles and techniques including the functional areas of recruitment, selection, classification, compensation, employee-employer relations, affirmative action/equal employment opportunity, Human Resources planning and development, policy writing and development, performance management and improvement systems; business practices, computer operations, investigation processes, training, report writing, transactions and record keeping.

Skills in: regulation review and analysis, policy development, creating processes that are efficient and effective, report writing, data interpretation, performing issue analysis, resolving Human Resources management problems, assembling Human Resources management data, formulating policy, planning/implementing/evaluating Human Resources management programs, Microsoft computer systems and HRIS systems, demonstrated experience and proven achievements in program management, leadership and supervision of services and programs, effective motivation and supervision of others, excellent communication in both oral and written formats with skills in public speaking and developing presentations and reports, excellent interpersonal skills to foster positive working relationships, effectively working with a wide diversity of individuals and professional organizations, meeting deadlines. Abilities in project design, timeline development, and gap analysis. Teaching.

Abilities to: operate successfully in a constantly changing and fast-paced environment, work with agency staff cooperatively, maintain objectivity, communicate effectively, conduct interviews, prioritize work duties and delegate tasks, effectively apply time managements skills and prioritize work activities, work independently with considerable initiative, appropriately respond to challenges, and provide leadership applying sound judgment, appropriate interpretation and application of policies/regulations, maintain work objectives and goals under stressful situations, maintain objectivity at all times basing decisions/opinions on facts. prepare related documentation and reports, devise and implement solutions and services to meet agency human resources needs, staff development, use computers, maintain substantial confidentiality, and work effectively with all levels of CSB staff and with diverse individuals from the community. Maintain network programs.

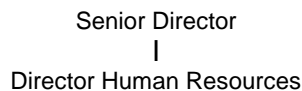
Working Conditions: The Human Resources Office provides a variety of services to a staff of 600+ persons. As a result, the sheer volume of demand response issues can create and maintain high levels of stress and anxiety for the incumbent. Solid, reliable, 40 hour per week attendance is a business necessity in order to provide continuous, organized, professional services and maintain up to date records and complete assigned tasks. The daily schedule includes a standard, set lunchtime.

MANAGER PERFORMANCE EVALUATION STANDARDS:

This position is evaluated according to the Manager Performance Evaluation Standards.

POSITION LOCATION: Region Ten Community Services Board
502 Old Lynchburg Road
Charlottesville, Virginia 22903

POSITION ORGANIZATION CHART



GRADE: 14

SCHEDULE: Monday –Friday; occasional evening hours may be required.

Position Description Updated: December 20, 2017

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

Signature

Name Printed

Date