

UNITED WAY OF CENTRAL CAROLINAS, INC.
Position Description

Position Title: Director, Human Resources
Department: Human Resources
Division: Finance & Administration
Direct Supervisor: Executive Director

Basic Function of the Position: Planning, directing and leading the Human Resources Department of United Way in providing comprehensive human resources services to administration, management, staff, and UW Member Agencies in support of being the non-profit “Employer of Choice;” and directing the day-to-day human resources functions in accordance with current Federal, State and local standards, guidelines and regulations.

Major Areas of Responsibility:

- A. Strategic planning
- B. Staffing
- C. Compensation and recognition
- D. Training and development
- E. Employee relations and programs
- F. Benefits
- G. Management and information

Specific Duties:

A. Strategic Planning:

- 1) Maintain knowledge of progressive trends in the Human Resources arena to make recommendations to management for improvements in compensation, benefits, training, and other features of a “best practices” organization.
- 2) Provide support and recommendations to management for cost-effective ways to motivate staff and increase productivity and retention.

B. Staffing:

- 1) Develop and enforce policies and procedures to attract, interview, screen and select employees who are most qualified to meet the United Way’s immediate and future needs.
- 2) Coordinate, recommend, and develop policies and procedures to ensure equal employment opportunities for all employees; ensure that each division is following the established policy; and advise the President’s Office of any problems in this area.

- 3) Ensure that all hiring practices and procedures comply with Federal and State guidelines and regulations.
- 4) Assist management in the recruiting and hiring of candidates for vacant positions according to policies and procedures, and including recommendations on the final candidates.

C. Compensation and Recognition;

- 1) Develop and implement programs and policies that (a) recognize employees for jobs well done or for longevity; and (b) improve employees' sense of involvement and appreciation as part of the United Way team.
- 2) Provide notification and support to management of staff reviews on a timely basis and ensure that all required paperwork is submitted for processing and recordkeeping.

D. Training and Development:

- 1) Coordinate General Orientation training for all new employees.
- 2) Ensure that the training and development programs and policies for employees at all levels will enhance their knowledge of United Way policies and procedures in a way that will enable them to develop the skills required to perform their jobs satisfactorily; and that will enable United Way to have a qualified, trained workforce who can achieve its goals and objectives.

E. Employee Relations and Programs:

- 1) Act as an arbitrator in grievances raised by employees to seek solutions that are fair and reasonable for all parties involved.
- 2) Support and facilitate management with employee counseling and the performance improvement plan process as needed.
- 3) Provide ongoing employee programs to improve morale, communication, and maintain an upbeat work environment.

F. Benefits: Perform complex administrative duties in the following areas: group life and health insurance, payroll balancing, benefit plans, records maintenance, non exempt and exempt merit reviews. Encompasses all benefits for both salaried and hourly employees.

G. Management and Information:

- 1) Develop and monitor the Human Resources budget.
- 2) Provide for staffing, supervision, delegation of responsibilities, and a positive work environment for the Human Resources Department.
- 3) Provide collection, analysis, and maintenance of personnel records as needed by the United Way and as required by law.

- 4) Develop and maintain an accurate Human Resources Information System that meets the reporting needs of management for employee data and strategic planning.
- 5) Develop, issue, and enforce human resources policies and procedures, to be communicated to all staff and included in the Employee Manual.

H. Other Duties:

- 1) Provide backup to Human Resource staff for the day-to-day functions of the Department.
- 2) Support the Finance Division with regard to cross-functions (i.e. Payroll).

Working Relationships with Others: Management Team; Human Resources Committee, United Way Staff, and Volunteers; vendors and businesses related to the Human Resources functions; and applicants.

Requirements for the Position: Bachelor of Arts degree, preferably in human resources or business administration with a human resources emphasis; five to ten years' experience with demonstrated skills in management, supervision, and human resources; strong written and oral communication skills; strong interpersonal skills and ability to work effectively with staff, management, the general public, agency professionals, and volunteers; good PC skills including Microsoft Word, Excel, PowerPoint and Outlook.