

**Project Now, CAA**  
**Job Description**

**Job Title:** Human Resource Director  
**Department:** Administration

**SUMMARY:** Develops policy and directs and coordinates human resources activities, such as employment, compensation, labor relations, benefits, training, and employee services by performing the following duties personally or through department supervisors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties as assigned.

- Must exercise sound judgment and discretion with respect to matters of administrative significance.
- Strong organizational skills and confidentiality skills are essential. Attend confidential meetings as required.
- Investigate and gather facts as requested on employee matters including unemployment claims.
- Demonstrate very strong interpersonal skills w/others including Staff, Board Members, Vendors and Community.
- Analyzes wage/salary data to recommend competitive compensation plan to the Executive Director.
- Prepares personnel forecast to project employment needs.
- Works with Agency Directors to ensure that job descriptions are updated.
- Leads management in issues regarding employee development, hiring, termination, training and discipline; providing management with essential information regarding HR Policy and benefits.
- Writes updates to Employee Handbook and corresponds with staff to keep them advised of various updates including Employee Handbook, EOAA Policy, compensation, and benefits.
- Is knowledgeable in the area of federal and state law; consults as needed with legal counsel to ensure that policies and practices comply.
- Develops and maintains a human resources system that meets management information needs. Completed through paper files, electronic files, and an existing human resources computer system.
- Provides management with essential information regarding Human Resource Policy and Benefits.
- Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.
- Studies legislation to assess industry trends and updates.
- Writes and delivers presentations to various groups including staff, board members, community groups or government officials regarding human resources policies and practices.
- Must be able to multi-task, readily shifting between vastly varied tasks.
- Attend meetings as requested by Executive Director – including board/committee, staff and community meetings.
- Notarize necessary documents requiring Notary Public Association of Illinois Certification, and/or ability to obtain one.
- Ability to read/analyze/interpret common journals, financial reports, procedure manuals and legal documents.
- Ability to respond to inquiries or complaints from customers, regulatory bodies, community members.
- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability and knowledge of technology with proficiency in office technology including Microsoft Office Software and Human Resource software applications.
- Ability to define problems, collect data, establish facts & draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form & deal with several abstract and concrete variables.
- Ability to apply common sense understanding to carry out instructions (written, oral and diagram form).
- Must have a dependable vehicle, valid driver's license and proof of insurance and be able to travel.

**SUPERVISORY RESPONSIBILITIES:** Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. This position has no direct reports at this time.

**EDUCATION and/or EXPERIENCE:** Must have a Bachelors Degree or higher and a minimum of 5 years experience in Human Resources or a related field. SPHR or PHR preferred. Must be proficient in Microsoft Office Suite. Notary Public Association of Illinois Certification desired.

**PHYSICAL and WORK ENVIRONMENT:** While performing the duties of this job, the employee is frequently required to sit, talk listen, type, and write. The employee is occasionally required to stand. The employee will be required to use telephones and computers frequently. The employee must occasionally lift and/or move up to 25 pounds associated with the office environment. The noise level is quiet as it relates to the office environment.

*Positions within Project NOW are primarily grant funded and funding decreases can affect our staffing levels.*