



Director of Human Resources Position Description

Employee: _____

Date of Hire: _____

Positions Supervised: None

Supervisor : Chief Executive Officer

Status: Full Time

Classification: Exempt

Last Revised: 4/1/2024

Position Summary: Under the general supervision of the CEO, the Director of Human Resources (DHR) is responsible for the delivery of human resources programs including payroll processing, talent acquisition, benefit and compensation management, performance management, leadership and professional development, personnel policy, and procedure, ensuring compliance with federal, state, and local legislation and employee relations. The Director of Human Resources promotes and demonstrates the FCHC Mission, Vision and Values of the organization.

Primary Duties:

- Responsible for the administration of all human resource functions and activities, workforce development, recruitment and retention, benefit administration, and record keeping for all Fairfield Community Health Center (FCHC) staff.
- Understand and participate in the strategic development of human resources practice.
- Stay up to date on HR principles and trends in recruitment and employment compensation and benefits; record-keeping systems; and performance development and evaluation systems.
- Responsible for working with all employees to ensure that each employee understands their job description and what resources are available to achieve the results. In addition, work with supervisors to facilitate the training and development of staff.
- Provides input for the development of policies and procedures designed to guide FCHC's HR related activities.
- Coordinates and oversees the OPCWI Program and other internship programs.
- Maintains staff personnel records to assure they are current and in compliance with policies and procedures.
- Maintains the work structure through oversight of process of development, regular review, and when necessary, revision of job descriptions and updating of job requirements and qualifications.
- Assuring timely performance reviews by supervisors.
- Conduct monthly meetings with supervisors to discuss employee morale and issues in their departments.
- Conducts regular employee satisfaction surveys, twice per year.
- Maintains organization staff by establishing a recruiting, testing and interviewing program counseling supervisors on candidate selection, conducting and analyzing exit interviews, hearing employee grievances and recommending changes to the executive team.
- Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements, maintaining current professional and technical human resources and employment expertise by attending educational workshops and seminars as appropriate.
- Develops and maintains good working relationships with staff and management.
- Applies human resource principles to practical work situations.
- Maintains confidentiality while answering sensitive inquiries and questions.
- Maintains and updates the Employee Manual, advises management and Board of Directors on human resource issues including disciplinary actions and counseling of employees, and maintains employee personnel files.
- Processes bi-weekly payroll including all employee additions and deletions.
- Administers the FCHC employee benefits program to include 401K, health, dental, vision, basic life insurance, accidental death, and critical illness.

- Administers the FCHC 401K plan ensuring the employees are aware of the program and educating annually with the 401K representatives.

Competencies/Skills:

- Ability to solve agency human resource issues, be innovative, exercise independent judgment and discretion, apply laws and rules or regulations to specific situations, provide leadership and maintain/improve morale and effectively consult with executive management as required.
- Ability to process payroll timely and respond to problems proactively.
- Must have excellent verbal and written communication skills and basic computer skills.

Experience, education/training and licensure:

- Position requires a Bachelors' Degree or higher in administration, human resource management or a related field.
- SHRM or PHR certification preferred.
- Previous supervisory and/or administrative experience and personnel management preferred.
- Experience in a medical setting is preferred.

PHYSICAL REQUIREMENTS & ENVIRONMENTAL CONDITIONS:

Must be able to push, pull and assist in lifting up to 25 lbs. May be exposed to loud noises. Must be able to stand and sit for extended periods, stoop, bend, reach, show manual dexterity, and clearly communicate with office personnel and external customers. May be exposed to blood and bodily fluids.

Employee	Date
Supervisor	Date
Chief Executive Officer	Date

This job description is intended to indicate the basic nature of the position(s) allocated to this class and examples of typical duties that may be assigned. It does not imply that all position within this class will perform all of the duties listed, nor does it attempt to list all possible duties that may be assigned.

This job description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer as the needs of the employer change and/or requirements of the job-related duties expand or are updated.