Arroyo Vista Family Health Center

Job Description

Position Title: Director of Human Resources

Salary Range: $120,000 - $125,000 Annually

Summary:

Under the direction of the Chief Executive Officer, the Director of Human Resources is responsible for the overall administration, coordination and evaluation of the human resources function.

DUTIES AND RESPONSIBILITIES:

1. Responsible for annually reviewing the agency's policies, procedures and practices on personnel matters, making recommendations for improvement, communicates changes in personnel policies and procedures and ensures compliance.
2. Responsible for maintaining knowledge of industry trends and employment legislation and ensures agency's compliance.
3. Responsible for assuring agency compliance with federal and state legislation pertaining to all personnel matters.
4. Responsible for maintaining responsibility and oversees all employee benefits administration.
5. Responsible for assisting executive management in the annual review, preparation and administration of agency wage and salary program.
6. Responsible for the personnel recruitment process, and coordinating or conducting exit interviews to determine reasons for separations.
7. Responsible for consulting with legal counsel as appropriate, or as directed by the CEO, on personnel matters.
8. Responsible for working directly with department managers to assist them in carrying out their responsibilities on personnel matters.
9. Responsible for recommending, evaluating and participating in staff development for the agency.
10. Responsible for developing and maintaining a human resource system that meets agency personnel information needs.
11. Responsible for supervision of the human resource department staff and responsible for the performance management and hiring of the department staff.

12. Responsible for following all Agency safety and health standards, regulations, procedures, policies, and practices.
13. Responsible for participating on committees and special projects and seeks additional responsibilities.
14. Performs other duties as assigned.

REQUIREMENTS:

1. Bachelor's degree with major or emphasis in Human Resources required.
2. Five (5) to ten (10) years' progressively responsible Human Resources experience required.
3. Excellent verbal, written communication and presentation skills required
4. Proficiency in all Microsoft Office programs required.
5. Ability to work well with others in a professional manner in a team oriented working environment required.
6. Valid California driver's license, access to an automobile, and state-required auto liability coverage required.
7. PHR-CA certification required.
8. Bilingual in English and Spanish preferred.