



Job Announcement

Position: Director of Human Resources Services	Department: Administration
Location: Hughesville, MD	Employment Status: Full-Time
FLSA: Exempt Grade: Executive	Compensation: \$80,256-\$120,384
Weeks Worked: 52	Work Per Week: 40 + hours Monday-Friday, some evenings/weekends
Opening Date: April 15, 2022	Closing Date: Until filled

Summary of Job Description: Works as a human resource generalist and strategic partner in achieving the organization’s mission. Continue to develop, update, and implement Agency policies to ensure compliance, while implementing fair employment practices. Maintain and expand knowledge and understanding of existing and proposed federal and state laws/regulations, FMLA, ADA, COBRA, FLSA, and Workers' Compensation affecting human resources management. Responsible for full compliance with all regulatory agencies. Provide ongoing training to staff as needed. The Human Resources Director is directly responsible to the President for the performance of the following essential job functions. Assist in the development of short-and long-term plans for assigned programs, monitor progress, assure adherence, and evaluate performance. Organize and establish meetings on regular basis with designated individuals to foster positive relationships. Supervise assigned personnel. Articulates expectations, displays model behavior, maintains open lines of communication and being clear about roles and relationships. Oversees and manages customer service concerns.

Summary of Requirements: Bachelor's degree with a major in Human Resources Management, Business Administration, Social Work, or a related degree required. Master’s degree preferred. Five years of experience in the Human Resources field with strong background in employee relations, recruitment, and benefits. Nonprofit is preferred. Three years of experience in a supervisory position preferred. Experience in processing and managing payroll preferred. ADP payroll experience, a plus. Experience in policy development necessary. Possession of PHR, SPHR, SHRM-CP or SHRM-SCP certification required, or to be secured by the end of the introductory period. Compliance experience and a working knowledge and understanding of existing and proposed federal and state laws/regulations, FMLA, ADA, COBRA, FLSA, Workers' Compensation, etc., is necessary. Experience and a working knowledge and understanding of human resources linkages and compliance with local, state, and federal regulations are preferred.

Experience with data management and electronic file systems. Skills and proficiency using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and reports. Ability to plan, organize and prioritize assignments to independently meet deadlines and complete tasks in an accurate manner, under pressure of constant interruption. Demonstrated ability to analyze problems/issues, gather data and information, evaluate, and recommend alternative solutions, or effect solutions with a tolerance for ambiguity and change, when necessary.

Demonstrated team-building skills to establish and maintain good working relationships with colleagues, with an emphasis on tact, diplomacy, flexibility, collaboration, professionalism, and discretion. Writing and grammar skills to independently draft correspondence about various subject matters, operations, policies, and procedures. Ability to exercise sound judgement and critical thinking skills. Communication

Skills: Communicates effectively, appropriately, and professionally in written and verbal formats with coworkers, supervisors, customers, and vendors using tact and diplomacy externally and internally. Must always maintain confidentiality.

Responsibilities and Duties:

Plan, develop, organize, and implement day-to-day functions of the Human Resources Department. Continue to implement a procedure for recruiting, screening, and interviewing all potential employees that assures fairness while abiding to all appropriate state and federal legislation.

- Ensure compliance with hiring regulations
- Employer and References
- Criminal background check
- Physicals
- Drug Testing
- Orientation

Advise all management staff and supervisors on employee relations and policy interpretation.

- Develop policy and make recommendations.
- Track and monitor employee training requirements.
- Provide staff training on HR related topics
- Manage the performance review process.
- Resolve employee conflicts through mediation and the grievance process.

Assist the Fiscal Department in the management of the payroll process.

- Assist in processing payroll as required by the agency
- Oversees the agency's payroll/HR system (ADP)
- Oversees the processing of timesheets
- Monitors overtime compliance with policy and procedure
- Monitors and oversees records
- Serves as primary contact for all the agency benefits including state retirement program

Administer the Agency's Salary and Classification System. Inform decision makers on market trends and request adjustments as necessary to hire qualified staff.

- Ensure salary schedule is implemented in accordance with policy and equal pay laws.

Plan, direct and supervise all activities relating to the administration of employee benefits to include, retirement, health insurance, life insurance, etc. while exploring ways to make those services more cost effective and affordable.

Maintain appropriate personnel files on each active employee.

- General
- Education/Training
- Medical

Maintain the Agency's Employee Handbook and update it as appropriate and make recommendations. Conduct trainings for staff and supervisors on HR related topics including sexual harassment, diversity, and violence in the workforce, ADA, FMLA, and Worker's Compensation.

Manage employee recognition programs.

Supervises others as assigned.

The establishment of customer complaint/grievance policy and procedure.

Identify and secure resources for administrative operations, expansion, and continuation.

Monitor and prepare programmatic and any reports required by funding sources and others.

Participate in internal and external monitoring reviews.

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Participate in meetings as assigned and required to include board and advisory committee meetings.

Conduct ongoing training to improve communications, capacity, and awareness regarding policies and procedures, ADP portal, pension program, etc.

Other duties as assigned.

Licenses or Certificates:

Human Resource Certification credentials attained through the possession of PHR, SPHR, SHRM-CP, or SHRM-SCP certification are required, or to be secured by the end of the 180-business days of employment.

Special Requirements:

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Physical, Tuberculin PPD Tine Test at time of employment, and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug and Alcohol testing.

Physical Demands:

Work requires limited physical effort.

Applications Accepted by Mail and Online	
Mail to: SMTCCAC, Inc. – Executive Office P.O. Box 280, Hughesville, MD 20637	Online at: www.smtccac.org
Required Documents: The following documents are required based on the job: In addition to your application and resume, please provide a copy of your degree and/or a copy of your college transcripts.	
Applications and Documents submitted with missing information will not be considered. Do not send applications via Fax. Inquiries, please call the Executive Office at 301-274-4474, ext. 204.	

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