

Job Posting

POSITION

Assistant Director of Human Resources (Senior Human Resources Business Partner)

EMPLOYMENT TYPE

Regular FT – 35 hours/week

REPORTS TO

Vice President of Human Resources

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Assistant Director of Human Resources will function as a Senior Human Resources Business Partner for two divisions, manage HR Business Partners and provide back up to HR Business Partners for their assigned divisions. This individual will be creative, forward thinking and proficient in the following HR disciplines: Employee/ Labor Relations, Onboarding, Talent Acquisition, Total Rewards, Strategic benefits management, Performance Management, HRIS and Compliance.

This position can make significant impact for RiseBoro by thoughtfully advancing sustainable, scalable business solutions and forging impactful work-related partnerships with stakeholders.

- Be a problem solver who can smartly navigate complex situations.
- Able to roll with the tide but know when and how to push back for the greater good of the organization and its mission.
- Willingness to take action and eager to pursue new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.
- Able to influence without authority meaning they are able to persuade others and gain their support and commitment through communication and engagement.
- Adapt approach and demeanor to address shifting demands.
- Exercise emotional intelligence; be a thoughtful and consistently effective decision maker.
- Adept at planning and prioritizing work to meet commitments aligned with organizational goals.
- This position reports to the Vice President of Human Resources and will supervise 1-2 HR Business Partners.
- DELIVERABLES AND EXPECTATIONS:
- Work with business partners and leadership to analyze complex issues, design effective solutions, and facilitate best practices and target change.

- Build and maintain effective relationships with staff at all levels by leveraging organizational knowledge to improve work relationships, build morale, increase productivity and retention.
- Provide employee relations support to assist employees and managers in resolving conflict management issues. Conduct effective, thorough and objective fact finding processes. Play an active role in preparing, reviewing and finalizing relevant documentation.
- Carefully track and update Employee Relations Tracker data with focus on correctly prioritizing employee relations matters and completely resolving matters within reasonably established time frames.
- Actively participate in and provide relevant contextual information for scheduled General Counsel/ Human Resources meetings focused on mitigating risk as it relates to employee/ labor relations matters.
- Conduct program-level new hire orientation; support broader organizational Onboarding efforts; function as a point-of-contact for new employee inquiries to insure successful transition.
- Support the employee off-boarding process including administration of exit interview process.
- Liaison with unions for respective Divisions and support CBA interpretation and renewal activities.
- Be point-of-contact for enrolling and educating employees into organizational employee benefits & total rewards programs (Medical, Dental, Ancillary benefits, Retirement plan, FSA, etc.) as well as Worker's Compensation, Unemployment, FMLA and other LOAs for assigned Divisions.
- Remain current on legal compliance and changes including federal, state, and local laws, and work with leadership to implement changes as appropriate.
- Drive employee engagement through supporting various annual/ semi-annual initiatives as well as providing feedback to leadership on employee engagement efforts.
- Build strong relationships with key people in the Division and across program locations by connecting and communicating with them about their concerns and insights frequently.
- Collaborate with the Organizational Effectiveness / People Experience Team to implement and communicate core HR systems and organizational health initiatives.
- Apply Paycom, HR knowledge and communication skills to train / re-train program level employees on Paycom functionality.
- Facilitate trainings/ refresher workshops on various trainings (sexual harassment, policies and procedures, teamwork, etc.).
- Partner with VP of Human Resources on various compliance reporting, communications and tracking.
- Other projects or tasks as assigned.

COMPETENCIES

- 8+ years direct experience as either (or combined) Assistant HR Director, HR Manager, Human Resources Business Partnership; experience in an agency with multiple locations preferred.
- Demonstrated project management experience and a solid foundation of business fundamentals, measurements, and business finance.

- Excellent organizational and planning skills.
- Demonstrated strong situational leadership skills.
- Strong interpersonal relation ability to navigate in a matrixed organization with multiple locations.
- As brand emissary, demonstrate ability to influence internal and external stakeholders.
- Ability to think strategically and translate into operational plans to make things happen.
- Results driven and delivers outcomes in a timely manner.
- Must be proficient in Microsoft Office.
- Working knowledge of HCM platforms; ability to mine, analyze and report human capital business intelligence that is relevant to Riseboro's operating objectives.
- Travel between Division locations necessary.

EDUCATION EXPERIENCE

- BA or BS in Business, Human Resources or related field; Masters Degree preferred.

TO APPLY:

Send a Resume and Cover Letter to Humanresources@riseboro.org

APPLICATION DEADLINE:

September 3rd, 2019