

Job Description

Enrichment Services Program, Inc.

Job Title: Human Resources Director

Date: July 2008

Department: Human Resources

Classification: Exempt

Job Reports To: CEO

Job Summary:

Incumbent administers human resources policies, programs and practices, including planning, organizing, developing, implementing, coordinating and directing. Formulates policies and procedures for the Human Resources Department and recommends policies and practices to senior management.

Major Responsibilities/Activities:

- Recruit candidates for ESP positions, including screening employment applications, conducting interviews, performing pre-employment tests and obtaining background checks on employees as necessary.
- Administer group benefit programs, workers' compensation and unemployment insurance.
- Assist in the administration of the labor relations, grievance and equal opportunity programs.
- Advise directors, managers and supervisors of appropriate and legal methods in a variety of personnel actions including disciplinary processes.
- Assist in investigations regarding employee misconduct and complaints.
- Plan, organize and support the agency's policies through human resource projects and assignments.
- Interpret and apply personnel policies and procedures in specific situations.
- Knowledge of and implementation of Georgia and Federal employment laws and regulations.
- Conduct employee surveys and prepares data and reports.
- Review, revise and develop classification specifications utilized for compensation program.
- Prepare budgets with Finance Director for assigned human resources programs.
- Supervise the Human Resources Department, in addition to, the Agency's Volunteer Program.
- Process new and terminating employees.
- Conduct research on HR problems and practices.
- Write reports and correspondence, and communicates with other employees on an ongoing basis.
- Assist with coordination of selected Agency-wide training sessions.
- Serve on various agency committees as assigned.
- Answer all questions that pertain to Human Resources issues and topics.

- Perform other related duties as necessary.

Minimum Requirements:

- Bachelor's Degree in human resources, business administration, public administration, or related field preferred. Masters degree preferred.
- Three years of progressively responsible experience in Human Resource administration.
- An equivalent combination of education and experience may be applied.

Essential Mental Functions:

- Ability to apply principles and practices of human resources administration along with supervisory principles.
- Ability to analyze situations and determine cause of action.
- Analytical ability for budget.

Essential Physical Functions:

Incumbent is regularly required to walk, sit, use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms; and talk and hear. Occasionally required to stand, climb, balance, and stoop, kneel, crouch or crawl.

Regularly lift and/or move up to ten (10) pounds and frequently lift and/or move up to twenty five (25) pounds. Specific vision abilities required including close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Equipment Used:

Office equipment such as P.C., telephone system, calculators, fax machines and copy machines.

Additional Comments:

Acknowledged by _____ Date _____

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.