

## *The Humane Society for Tacoma & Pierce County*

### **Director of Human Resources**

The Humane Society for Tacoma & Pierce County cares for around 10,000 pets each year and is one of the oldest Humane Societies in the United States. We proudly serve our community with the support they may need for the pets they love. We are at a very exciting stage of our development and we need a great HR professional to join our Executive Team.

We are looking for an HR professional with a proven track record working in HR, who is interested in animal welfare, who is a great team player, and who has a sense of humor.

**JOB SUMMARY:** The Director of Human Resources will report jointly to the CEO, with a dotted line to our Board of Directors. They will be responsible for all HR activities and tasks including; recruitment and onboarding of candidates, maintaining accurate personnel records, manage budgets, payroll, and must be able to maintain confidentiality.

#### **ESSENTIAL DUTIES & FUNCTIONS:**

- Leads morale building initiatives.
- Promotes diversity, equity, and inclusion and contributes to a transparent and collaborative working environment.
- Coordinates staff surveys and appraisal process.
- Responsible for all employee relations. Works directly with Managers with all employee issues. Is responsible to ensure that policies and procedures are adhered to and are consistently applied.
- Recommends new approaches, policies, and procedures that provide continual improvements in efficiency of human resources.
- Responsible for accurate, confidential, and timely record keeping of all personnel files.
- Tracks Attendance Policy violations and makes recommended corrective action as needed.
- Conducts annual salary surveys; monitors the annual performance evaluation program; assists in writing job descriptions as necessary.
- Recommends and develops as needed, personnel policies and procedures.
- Administers new hire and annual employee benefit enrollment.
- Performs complete benefits administration on an ongoing basis to include change reporting, COBRA administration, approving invoices for payment and participation of annual re-evaluation of policies for cost-effectiveness.
- Conducts and is responsible for complete recruitment efforts for all exempt, nonexempt and temporary workers; writes and places advertisements; works with supervisors to screen and interview candidates; conducts reference checking; background screening, extends job offers; conducts new-employee orientations; conducts exit interviews.
- Participates and administers staff meetings and attends other meetings, such as seminars and trainings, as needed.
- Is the meeting minute taker for Board meetings.
- Participates in developing HR goals & objectives.
- Maintains organizational charts and employee directory.
- Responsible for managing all aspects of Workers Compensation claims.

- Maintains the annual training calendar and facilitates the training of staff members (either through internally conducted training or through an external facilitator).
- Conducts workplace investigations to determine the validity of complaints, alleged misconduct and grievances. Drafts investigative reports, presents investigative findings and recommendations to appropriate decision makers, and recommends appropriate disciplinary and corrective action.
- Participates in developing and is responsible for adhering to the annual Human Resources department budget.
- Planning and organizing annual safety risk assessments, incident reviews and meetings of the Safety Committee
- Ensures compliance with all federal, state and local employment laws.
- Ensure a safe work environment, following all safety guidelines and modeling safe work practice.
- Willing and cooperatively performs other duties as assigned by proper authority, that may not be in specific job description.

**MINIMUM QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty well. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and personnel information systems.

Strong communication skills, both verbally and in writing.

High degree of confidentiality and dependability.

**Education/Certification:**

Bachelor's Degree in Business or Human Resources preferred. Experience in lieu of education considered.

PHR or SPHR Certification preferred.

**Experience:**

Minimum 2 years related experience with HR practices; with experience working in Union environment preferred.

Minimum 2 years Supervisory / Management experience.

Demonstrated interpersonal relationship skills with staff and leadership.

Job Type: Full-time

Salary: \$80,000-\$90,000 dependent on experience

Benefits:

- Dental insurance
- Employee assistance program
- Employee discount
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance