



Administrative Services

Alissa Holdson
Executive Director

Ronald C Loos
Board Chairperson

POSITION: Director of Human Resources

RESPONSIBLE TO: Executive Director

EMPLOYMENT STATUS: Full Time/Exempt

PRIMARY WORK SITE: Administrative Office

GENERAL RESPONSIBILITIES:

Administer the Agency's personnel management system including communication and implementation of personnel policies and practices, orientation, benefits and compensation. Assist program directors with employee relations.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Personnel: Coordinate human resources services, activities and needs, system-wide.

Advise Executive Director and department heads on personnel and human resources issues.

Plan, develop and recommend personnel policies and procedures, programs, services and benefits.

Consult with legal counsel on issues relating to employment and labor relations.

Assist legal counsel with representation of the Agency, as needed.

Develop the personnel records management system and monitor for integrity and accuracy, ensuring that records comply with state and federal regulations.

Coordinate the process for filling Agency vacancies by advertising job openings, screening applicants for interviewing and conducting reference and criminal background checks.

Supervise the maintenance and distribution of Agency policy and procedure manuals, interpreting policies for employees and management staff.

Coordinate the orientation process for new employees, distributing policies and procedures and other employment forms and documents.

Coordinate and participate in employee-related investigations, as assigned; maintain investigation files, ensure investigation summary sheets are complete and review with Executive Director, as requested.

Mediate employee/supervisor disputes, as required.

Ensure all employees receive orientation, in-service and development training.

Ensure staff licenses/certifications are current and on file.

Ensure Motor Vehicle Reports are processed annually and maintain a Drivers List.

Administration:

Participate in the long-range planning, policy development and decision making for the Agency.

Serve as a member of and meet with Management Staff, as required, advising Management Staff in areas of employment and related matters.

Determine personnel needs of the Agency.

Ensure compliance with all applicable state and federal laws and regulations; interpret federal and state employment labor laws and regulations; ensure completion of regulatory reports, forms and record maintenance.

Oversee FMLA administration and Employee Assistance Program.

Ensure the management of Agency contracts in conjunction with program areas.

Ensure that Board members receive written monthly and annual reports.

Assist in all Agency audits.

Benefits:

Plan, coordinate and administer the Agency's benefit program, including insurance; research and compile information from benefit providers; instruct and train staff, respond to questions and concerns; recommend new benefits and providers.

Review and authorize Worker's and Unemployment Compensation claims.

6920 Austinburg Road, PO Box 2610, Ashtabula, OH 44005-2610

P:(440) 997-5957 X565

www.accaa.org

F:(440) 992-3319

This Agency is an equal provider of services and an equal employment opportunity employer. Civil rights Act 1964 (CRA)

Ensure preparation for unemployment hearings is complete and authorize appeals, If needed.

Supervision: Supervise department employees and determine performance standards and objective for assigned areas; provide orientation, in-service and development training.

Monitor the work of employees and ensure compliance with policies and procedures; ensure work is completed properly and on time.

Ensure effective communication of information to all supervised employees.

Provide leadership and guidance to staff in fulfilling their responsibilities.

Board Relations: Serve as staff liaison to the Board.

Provide reports and assistance to the Board; collect data, as needed.

Attend all Board and committee meetings.

Miscellaneous:

Maintain and increase knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions.

Attend meetings and serve on temporary committees, as requested.

Perform additional duties and assignments, as requested.

SKILLS AND QUALIFICATIONS:

Bachelor's degree in Human Resources or a related area. Minimum of three years experience in personnel management and a minimum of one year in a supervisory capacity or an equivalent combination of education, training and experience.

Knowledge of: Agency mission, goals, objectives, policies and procedures; state and federal employment rules and regulations; Department of Labor regulations; personnel administration; Workers' Compensation laws and insurance procedures; benefits and wage administration; available community resources; supervisory methods and practices; employee training and development.

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Ability to: identify future human resource needs and develop plans to meet them; demonstrate fiscal responsibility and utilization control methods; interpret and apply rules, regulations and standards; define problems, collect data, establish facts and draw valid conclusions; handle routine and sensitive inquiries; prepare accurate and complete reports, policies and procedures; resolve problems involving several variables; present a professional image to the public; interact and respond appropriately to staff and the public; communicate effectively in written and oral form; maintain confidentiality; maintain a positive work environment for employees; ensure the quality of work as measured against established standards; and develop and maintain effective working relationships with the Executive Director, Board members, department heads and staff.

Will sometimes be required to work evenings, weekends and holidays. Occasionally required to travel to Agency facilities and community locations. Overnight travel may be required. Valid driver's license and automobile insurance required. Driving record must meet Agency standards. Must be able to pass background and drug test.

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