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# COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

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**Cynthia W. Burton**

Executive Director

August 2, 2022

## **JOB ANNOUNCEMENT**

**Job Title:** Director of Human Resources

**Location:** Tuscaloosa

**Employment Classification:** Regular Full-Time, Exempt, Non-Safety-Sensitive

**Summary of the Position:** See Attached Job Description

**Qualifications of the Position:** See Attached Job Description

**Duties and Responsibilities:** See Attached Job Description

**Salary and Application Procedures:** Grade Level II; Competitive Based Upon Education and Experience. Current employees may apply by submitting a letter of interest along with and updated employment application. Other interested applicants may apply by completing an employment application obtained from the website at [www.cspwal.com](http://www.cspwal.com) or contacting the Human Resources department of CSP at (205) 469-1015, to request an application.

**Deadline:** Thursday, August 11, 2022 by 5:00 p.m.

Community Service Programs of West Alabama, Inc. is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, genetic information, or national origin. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children facility and applicants will be subject to criminal history background checks. CSP is an E-Verify Employer. **EOE AA M/F/Vet/Disability.** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability or national origin.

# Community Service Programs of West Alabama, Inc.

## Job Description

**Job Title:** Director of Human Resources

**Department:** Human Resources

**Reports to:** Executive Director

**Employment Classification:** Regular Full-Time, Exempt, Non-Safety-Sensitive

**Grade/Salary:** Grade Level II; Compensation dependent upon on education and experience.

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### **Summary of Position:**

Plans, coordinates, and supervises the operations of the Human Resources Department. Manages staffing, compensation and personnel compliance for all agency programs and all service areas.

**Essential duties and responsibilities:** *Other duties may be assigned by the supervisor*

- ◆ Manage all aspects of recruitment and hiring policy to include preparation of job descriptions, job announcements, recruitment, and screening. Coordinate with department managers to facilitate interviewing, recommendations for employment, and job offers.
- ◆ Revise and maintain agency pay structures.
- ◆ Coordinate with Fiscal Department to recommend pay changes and to assure that pay implementation falls within budgetary guidelines.
- ◆ Administer fringe benefit plans including health insurance, life insurance, optional insurances, worker's compensation, unemployment compensation, all leave programs and related enrollments, reporting and billing. Coordinate with the Fiscal Department regarding deductions. Assist the Fiscal Department as needed in administering the retirement program and annual benefits eligibility reporting.
- ◆ Evaluate and recommend changes to employee benefits.
- ◆ Provide input and recommendations to Executive Director regarding Human Resources and related matters.
- ◆ Administer all facets of personnel policy and procedure to assure consistency and compliance, including, but not limited to,
  - Recruitment and hiring,
  - Onboarding,
  - Performance management
  - Compensation
  - Discipline
  - Code of Conduct
- ◆ Review, revise and obtain approvals for personnel policies and procedures to assure that they comply with program and legal requirements
- ◆ Ensure that all new employees complete New Employee Orientations, including completion of all required paperwork and processes, and review of agency policies and procedures.

- ◆ Complete required agency and governmental reports related to employment and benefits. Serve as the employee counselor for all internal complaints and grievances.
- ◆ Conduct internal investigations, as instructed by the Executive Director, to include discrimination, harassment, conflicts of interest or violations of policy.
- ◆ Coordinate with program managers to design, schedule and implement training and development programs.
- ◆ Work closely with program directors and managers to develop needed management or other business-related training programs, and to monitor programmatic or personnel needs.
- ◆
- ◆
- ◆ Possess a working knowledge of all CSP programs and services.
- ◆ .
- ◆ Monitor and manage change in HR processes and practices to assure compliance with all funding agencies and Community Action Agency Standards.
- ◆ .
- ◆ Manage legal and regulatory procedures.
- ◆ Serve as liaison with agency attorney regarding legal issues.
- ◆ Monitor personnel record keeping and coordinate with the Fiscal Department to maintain accurate information. Administer annual employee surveys.
- ◆ Maintain organizational and staffing charts.
- ◆ Coordinate the Substance Abuse Program and random drug testing for all safety-sensitive employees.
- ◆
- ◆
- ◆ Supervise personnel assigned to the Human Resources Department.

**Qualifications:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.*

◆ **Education and Experience:**

- Possession of a bachelor degree in human resources, business, communication, public relations, public or personnel administration, OR minimum of five (5) years' progressively responsible work experience in human resources or related field.
- Professional Certification (PHR, SPHR, SHRM-CP or SHRM SCP) is preferred.
- Demonstrated competence in the area of personnel administration, including methods and techniques used in recruitment and selection.

◆ **Certificates, Licenses, Registrations:**

- Possession of a valid Alabama driver's license and willingness to use one's personal vehicle in the course of employment.

◆ **Language Skills:**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, contracts, legal documents and governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of supervisors, employees, vendors and the general public.
- Ability to communicate effectively through writing.

- Ability to verbally communicate clearly and concisely to staff and customers.
- ◆ **Mathematical Skills:**
  - Ability to compute simple math such as addition, subtraction, multiplication and division.
  - Ability to apply fractions, percentages, ratios, and proportions to practical situations.
  - Ability to work with mathematical concepts such as probability, statistics, and ratios.
- ◆ **Reasoning Ability:**
  - Ability to define problems, collect data, establish facts, and draw valid conclusions.
  - Ability to critically analyze ever-changing work situations.
  - Ability to be sensitive to the needs and concerns of management and staff.
- ◆ **Other Skills and Abilities:**
  - Ability to develop effective working relationships with staff members.
  - Ability to organize complicated materials.
  - Proficiency in Windows, Word, Excel, and PowerPoint.
  - Ability to work with diverse populations and personalities.
  - Capable of handling multiple tasks and demonstrated ability to meet cascading deadlines.
  - Ability to work in a constant state of alertness.
  - Regular and predictable attendance.
  - Ability to travel throughout the service area and to regional and national conferences.

**Physical Demands:** *The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to sit, talk and/or hear. Specific vision abilities required by this job include close vision for extended periods of time on the computer and the ability to adjust and focus. Typing is required.

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

The noise level is acceptable in the work environment. Work is performed indoors.

The information contained in the job description is for compliance with American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned by the supervisor.

Rev. 2010

*Reviewed by Board of Directors 12/3/2015*

*Reviewed by Board of Directors 01.19.2017*

*Reviewed by Board of Directors 03.15.2018*

*Reviewed by Board of Directors 01.17.2019*

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*Reviewed by Board of Directors 03.19.2020*