



To reach the pinnacle in our field, we must provide superior service to our clients, and this means employing the best people. As a member of the Zumbro House team, you are critical to our success. Through your dedication and performance, we can reach our goal of being the premier provider of services for individuals with developmental disabilities, mental illness and high supervision needs.

Zumbro House, Inc. strives to create an exciting, challenging and rewarding work environment that allows you to flourish. We want you to build a long and successful association with Zumbro House, Inc. and be a happy and productive member of our team. Through your dedication, creativity, perseverance and efforts, our company will continue to grow and excel, and the clients we serve will continue to live happy, productive lives in the community. Although we certainly value previous experience in the field, we prefer to hire bright and caring individuals who are motivated to help others lead successful lives in the community.

Job Title: Director of Human Resources

FLSA Classification: Exempt

Reports To: President

Revision Date: 12/23/2020

Job Overview

The Human Resource Director will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organization's mission and talent strategy.

Supervisory Responsibilities

- Recruits, interviews, hire, and trains new staff in the department.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.

Essential Duties and Responsibilities

- Collaborates with senior leadership to understand the organizations goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organizations human resource compliance and strategy needs.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organizations human resource information system (HRIS) or talent management system.
- Monitors and ensures the organizations compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.

12/23/2020



- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Develops and implements departmental budget.
- Facilitates professional development, training, and certification activities for HR staff.
- Performs other duties as required.

Required Skills/Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

Education and Experience

- Bachelor’s degree in Human Resources, Business Administration, or related field required; Masters Degree preferred.
- At least five years of human resource management experience required.
- SHRM-CP or SHRM-SCP highly preferred.

Because of the broad nature of this position, this job description is not intended to be inclusive of all job requirements and responsibilities. The Human Resource Director is expected to perform other job related duties as assigned.

I understand that my employment is probationary for 90 days following the date of hire.

I understand and agree to perform all tasks documented in this job description.

Employee Name (please print clearly)

Date

Employee Signature