

HONOLULU COMMUNITY ACTION PROGRAM, INC.

POSITION DESCRIPTION

- POSITION TITLE** : Director of Human Resources
- GRADE** : (15)
- FLSA STATUS** : Exempt
- REPORT TO** : Executive Director
- SUPERVISES** : A department or program with major functions within the Agency, interpreting Agency policies, procedures, and practices.

INTRODUCTION

The Director of Human Resource has agency-wide responsibility for all personnel, welfare benefits, employment standards, safety and health, training, legal compliance standards, and wage and salary administration. Director of Human Resources is the Plan Administrator with fiduciary responsibilities for the HCAP Retirement Plan and Fund. This position is accountable for the development, implementation, and coordination of Human Resource's Policies and Procedures for the Agency. Develops and administers the Employee Performance Appraisal System and Recruitment Program. This position is responsible for implementation of organizational staff development and training program and serves as HCAP's Equal Opportunity Officer.

CORE COMPETENCIES

1. Communications - Must be able to communicate and work effectively with people of diverse social, economic and racial backgrounds. Must have the ability to read and write English at a high school level.
2. Teamwork – Has the ability and desire to work cooperatively with others on a team and as appropriate as a team leader. Demonstrates interest, skill, and success in getting groups to learn to work together.
3. Problem Solving – Has the ability to systematically identify and define a problem, determines the cause of the problem, identify, and prioritize and select alternatives for a solution, and implement a “best fit” solution
4. Build Collaborative Relationships/Teamwork – Develops and maintains win/win relationships and partnerships. The ability to develop, maintains, and strengthens partnerships with others inside and outside the organization who can provide information, assistance, and support.
5. Decision Making/Problem Solving/Analytical Ability – Able to make difficult and appropriate decisions in a timely manner.
6. Self Development – Has the ability to demonstrate self-initiative and motivation for continuous learning, personal development and personal growth.

ESSENTIAL POSITION RESPONSIBILITIES includes the following. Other duties may be assigned:

- Ensures Agency's compliance with all federal and state laws; including compliance with Equal Employment Opportunity Commission (EEOC), Affirmative Action (AA), Americans with Disabilities Act (ADA), Hawaii State Department of Labor and Industrial Relations (DLIR), and Hawaii Safety and Health Division (HIOSH), in all HCAP employment policies, procedures, and practices.
- Serves as HCAP's Equal Opportunity Officer. Advises and assists the Executive Director in implementing, monitoring, and evaluating HCAP's Equal Opportunity Program.
- Prepares HCAP's Equal Opportunity Program and Affirmative Action Plan (EOP/AAP) annual report to HCAP Board of Directors, in accordance with Hawaii State DLIR requirements.
- Staffs the HCAP Board of Director's Human Resources Committee and Human Rights Committee.
- Maintains the integrity of HCAP's grievance procedures, either non-discriminatory or discriminatory in nature, to include adjudication or arbitration of issues.
- Represents HCAP before State Wage and Hour Department and Unemployment Insurance Division on agencies, issues, or complaints.
- Accountable for the development and implementation of competitive and equitable salary administration for Agency. Conducts annual wage/hour compensation analysis.
- Coordinates meetings and oversees the HCAP Retirement Plan as Plan Administrator.
- Responsible for interpreting applicable federal and state employment laws and implement human resources policies and procedures for agency.
- Responsible for recruitment efforts for Agency's exempt and non-exempt personnel requirements. Developments recruitment advertisements for both print and Internet. Insures only qualified applicants are interviewed for hire.
- Develops, implements, and manages HCAP's Staff Development Training Plan to insure employee professional growth and programmatic education requirements. Responsible for content, coordination, and implementation of HCAP Board of Director's and Head Start Policy Council annual training. Budgets requirements annually.
- Responsible for Agency's Health and Safety Program. Implements and updates HCAP's Safety Manual following Federal and State OSHA Standards. Promotes a safe and healthy work environment throughout agency by conducting periodic safety meetings staffed by all programs within HCAP. Insures dissemination of all safety information to agency's employees.
- Responsible for integrity, confidentiality, and security of employee personnel files and employment records within the Human Resources Department.
- Responsible for the integrity of the HCAP Employee Performance Appraisal System.

MINIMUM 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

A Bachelor’s degree from an accredited college or university in Business Administration, Human Resources, Personnel Administration, or related field.

EXPERIENCE

A minimum of six (6) months of Human Resources experience required.

Prefer a minimum of three (3) years of social service field work including case management interaction within the community.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from Board of Directors, Policy Council, groups of managers, clients, customers, government agencies, and the general public.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or schedule form.

PHYSICAL DEMANDS/WORKING CONDITIONS

	Never / Rarely	At Times	Often / Constant
Work Locations : in doors			X
Work Locations : outdoors		X	
Work Locations : sitting		X	
Walking/standing		X	
Bending/crouching/reaching, etc			X
Lifting/carrying - light (up to 10 lbs)			X
- medium (11 to 20 lbs)		X	
- heavy (over 20 lbs)		X	
Contact with hazardous materials	X		
Dust, smoke, odors, noise, etc	X		
Travel - inter-island	X		

Travel - long distance (mainland, international)	X		
Use standard office equipment (including PC keyboard)		X	

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid State of Hawaii driver’s license and daily access to an automobile that is properly licensed/insured.

REQUIRED SKILLS, KNOWLEDGE & ABILITIES

- Knowledge of all federal and state labor laws/regulations.
- Knowledge of all federal and state equal employment/affirmative action laws/regulations.
- Ability to analyze problems and events and develop effective solution(s).
- Ability to communicate and work effectively with people of diverse social, economic, and racial backgrounds.
- Ability to write clear and effective reports, letters, etc.
- Able to work flexible hours, including night meetings.
- Ability to operate a personal computer using word processing, database, and spreadsheet management applications.
- Ability to multi-task throughout the day, meeting deadlines as needed.
- Organized and detail oriented
- Ability to develop ideas to benefit the department in streamlining
- Thorough knowledge of Ceridian HR/Payroll Web
- Knowledge of standard software applications including MS Office Suite, Excel, Access.
- Knowledge of ERISA, COBRA, HIPAA, FMLA, ADA, etc.
- Knowledge of the current programs associated with the Honolulu Community Action Program

DESIRED SKILLS, KNOWLEDGE & ABILITIES

- Experience in Industrial Relations.
- Knowledge of the characteristics of low-income areas and the community resources on Oahu.
- Knowledgeable of analyzing, developing, and implementing training programs systems.