**Director Human Resources**

**FLSA: Exempt**

**Date: 04/17**

**Job Summary:** Manages Human Resources department, overseeing administration of hiring, retention, termination, personnel records, legal compliance, compensation, benefits, and long-term staffing strategies. Plans and directs Cherry Cove human resources programs and services; develops and administers personnel rules and regulations, pay and job classification structure and programs for employee training, safety, health and morale; manages employee benefit programs; ensures HR compliance; performs other duties as assigned. This position reports directly to the CEO.

**Essential Functions:**

1. Keeps abreast of legislation affecting human resources; trains management and monitors company policies to ensure compliance. Keeps employee handbook updates and handles all employee grievances.
2. Maintain knowledge of industry trends and employment legislation and ensure compliance with related federal and state legislation, local laws, rules, standards, policies and procedures;
3. Establishes policies that seek to increase employee retention rates and foster job satisfaction and high morale. This includes but is not limited to coordinating employee social and wellness programs.
4. Sets policies for hiring and oversees adherence to EEOC and affirmative action programs and diversity goals set by the company.
5. Modifies and maintains company-wide procedures, policies, forms and metrics.
6. Oversees and facilitates new employee orientation, training and onboarding.
7. Oversees preparation of job descriptions and compensation programs. Recruits job applicants for positions and facilitates interviews and hiring. Seeks incentive programs that encourage excellent performance and increased retention rates.
8. Oversees maintenance of accurate and complete personnel records. Ensures that rules and regulations concerning confidentiality and retention are followed.
9. Reviews and makes recommendations on employee disciplinary measures, including but not limited to terminations, and exercises care that justifications are well documented. The Director of Human Resources must be able to make decisions that are not arbitrary or discriminatory.
10. Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; schedules management conferences with employees, hears and resolves employee grievances; counsels employees and supervisors.
11. Reviews benefits and tries to maximize job satisfactions while keeping the cost of the benefits package within industry and Company standards.
12. Oversees sourcing, establishment and administration of Company’s employee benefit plans, oversees the relationships with employee benefit providers and ensures employee benefits are compliant with applicable laws and appropriate for the business.
13. Serves as plan administrator for all insurances (medical, dental, vision, life, and any others as may be offered by the Company); prepares and reviews specifications for insurance renewal bidding; communicates with staff and assists in resolving insurance issues;
14. Works with top management to set long-term staffing goals and strategies.
15. Oversees training and safety programs in context of compliance with government regulation.
16. Advises CEO on policy changes that need to be made regarding HR related issues and concerns.
17. Creates annual budget for the Department of Human Resources and ensures operations are conducted throughout each year within those constraints.
18. Analyzes wages and salary report data to determine competitive compensation plans.
19. Manages all employee relations programs.
20. Oversees the safety program and manages the worker’s compensation program.
21. Evaluates, develops, implements and manages HR systems to ensure compliance and meet the current and expected future requirements of the senior management team.
22. Serves as Company’s Back-up Breath Alcohol Technician.
23. Supervises the HR Specialist, and Safety Officer and provides HR support to all departments;
24. Ensures that all hotel employee training is conducted in a timely and compliant manner, as requested by hotel brand and hotel corporate training programs.
25. Visits hotel properties periodically to ensure that appropriate assistance, guidance and counseling is provided to hotel General Managers to maximize the quality and professionalism of hotel staff operations and to ensure compliance of hotel employees with hotel and Company policies.
26. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Thorough knowledge of Company policies and procedures;

2. Advanced knowledge of employment law and legislative changes

3. Ability to act as a representative Cherry Cove to the public;

4. Expert knowledge of Human Resources management principles, practices, and procedures;

5. Expert knowledge of personnel policies and procedures, employment practices and employee benefit plans;

6. Advanced knowledge of the principles, practices, and procedures of administrative management, and the ability to interpret them to the staff and the public;

7. Ability to read and comprehend relevant documents associated with department and hotel operations;

8. Ability to effectively communicate with other staff members; ability to coordinate, advise, supervise and maintain effective working relationships with other professionals;

9. Ability to keep the all relevant parties informed of all major issues and programs and to recommend changes as appropriate;

10. Ability to maintain strict confidentiality in all matters pertaining to the department;

11. Ability to prioritize and multitask;

12. Ability to use available resources to research information;

13. Ability to prepare and maintain accurate records;

14. Ability to operate relevant computer systems, including hardware and software.

**Education and Experience:**

1. Bachelor’s degree in business administration or Human Resources, or extensive experience in lieu at the Employer’s discretion.
2. Five or more years of experience in Human Resources with increasing supervisory responsibilities;
3. Or Master’s degree plus three or more years of HR experience.
4. Human Resources Certification preferred, e;g. SPHR, PHR, SHRM-CP, SHRM-SCP.
5. Thorough knowledge of laws affecting human resources administration.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting or training rooms, residences, or commercial vehicles e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls, and observance of fire regulations and traffic signals.

This document only provides a general description of the position. It is neither intended nor represented as providing a fixed and/or complete list of its duties, skills, efforts, responsibilities or working conditions. Management has the right at any time to change these duties or description herein.

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I certify that his is an accurate statement of the essential functions and responsibilities of this position.

Department Head Date

The Cherry Cove Group provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Pursuant to the Americans with Disabilities Act (ADA), the Amendments Act of 2008 (ADAAA), Titles I and II of the ADA of 1990, and Sections 503 and 504 of the Rehabilitation Act of 1973, The Cherry Cove Group will not discriminate against any employee or applicant for employment because of a physical or mental impairment with regard to any position or program for which that person is qualified.

REVISED May 2017