JOB TITLE: Human Resources Director

COMPANY NAME: YWCA Gettysburg & Adams County

COMPANY LOCATION: 909 Fairfield Road, Gettysburg, Pa.

JOB STATUS: Full-Time

JOB DESCRIPTION:
• Track required staff certifications and trainings.
• Member of Wellness and Chair of Personnel Committees.
• Administer the employee benefits program, ensuring that all employees are given the opportunity to enroll as appropriate and all deadlines are met.
• Compile and maintain records for use in employee benefits administration including the monthly preparation of billings for insurances and flexible spending.
• Manage and maintain the employee retirement fund.
• Ensure the YWCA complies with all federal and state laws surrounding employment, including regulations, reporting, and employment posters.
• Collaborate with supervisors on employee performance management issues and conduct performance improvement meetings as needed.
• Monitor employee anniversary dates for benefit and review purposes.
• Track and maintain paid time off.
• Maintain and manage personnel files and records in accordance with the law.
• Automate and manage the new employee on-boarding and orientation process.
• Manage the logistics & paperwork of employee terminations.
• Update job descriptions and employee handbook annually and/or as major changes require.
• Maintain employee data in HR and payroll systems.
• Prepare and process payroll 2x/month and integrate data into in 3rd party payroll system.
• Provide ad hoc support to all YWCA departments directors.
• Process internal and external paperwork for terminating employees, including COBRA as applicable.
• Review and approve all employment actions to ensure consistency, proper documentation, and due process.
• Set goals.
• Record PTO hours and other changes for payroll deductions.
• Transmit payments to vendors in a timely manner.
• Coordinate and assist in planning ongoing management trainings; including all staff training day.
• Serve as resource for all staff with human resource questions and issues.
• Manage Worker’s Compensation claims.
• Required to attend the annual meeting if scheduled and a regularly scheduled YWCA Board of Directors meetings – one/management team cycle.
• Required to drive on a regular basis and must provide an up-to-date copy of vehicle insurance to the HR Department upon employment and when renewed or change in coverage occurs.
• In the event that an extenuating circumstance requires you to work from home, prior approval must be given a head of time by the executive director.
• Annually reviews and makes recommendations to executive management for improvement of the organization's policies, procedures and practices on personnel matters.
• Maintains knowledge of industry trends and employment legislation and ensures organization's compliance.
• Maintains responsibility for organization compliance with federal, state and local legislation pertaining to all personnel matters.
• Communicates changes in the organization's personnel policies and procedures and ensures that proper compliance is followed.
• Coordinates or conducts exit interviews to determine reasons behind separations.
• Consults with legal counsel as appropriate, or as directed by the CEO, on personnel matters.
• Works directly with department managers to assist them in carrying out their responsibilities on personnel matters.
• Recommends, evaluates and participates in staff development for the organization.

JOB QUALIFICATIONS:
The human resource director is directly responsible for the overall administration, coordination and evaluation of the human resource function. Complete job description for Human Resources Director.

Provides outstanding and reliable Human Resources support and communication to YWCA employees.
Oversee HR Department for 150+ employee non-profit organization.
To aid all department directors in other tasks as assigned.
This position is currently Half-Time (20-39 hours/week. Medical benefits begin at 30+ hours. Full-time hours will be considered).

WORK SCHEDULE: Daytime 1

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