



JOB DESCRIPTION

Job Title: **Director of Human Resources**
Reports to: Chief of Org. Dev. & HR
FLSA Status: Exempt

Prepared By: Human Resources
Approved By: CEO
Date: August 2019

Donor Network West's mission is to save and heal lives through organ and tissue donation. We honor and respect the donors and families we serve with compassionate care, and inspire our communities to donate life. Every employee at DNW is responsible for fostering an organizational culture that is based on collaboration, support, and service. This includes being a proactive team player who strives for excellence by upholding the Donor Network West's core values of Teamwork, Integrity and Passion.

GENERAL JOB FUNCTION

The Director of Human Resources is a key member of the HR leadership team. The role provides support and consultation in driving and executing HR transactions and operations. The Director of Human Resources also partners with leadership and supervisory management to deliver HR solutions in support of the organization's mission and strategy.

JOB DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty. The essential functions listed are typical examples of work performed by positions in this job classification. They are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks and responsibilities. Employees may perform other duties as assigned.

- Supports and leads HR projects and initiatives as directed by the Chief of Organizational Development & Human Resources (CODHR).
- Leads administration of the employee benefits program including evaluation of plan changes, coordination of open enrollment and serving as liaison with benefits broker.
- Manages and tracks employee leaves and accommodations, worker's compensation claims, responds to state and federal regulatory reporting requirements, including unemployment, EEO, and others.
- Provides HR policy guidance and interpretation. Reviews and revises employee handbook and HR processes to ensure adherence to federal, state, and regulatory requirements.
- Conducts and assists with activities surrounding employee HR processes, including new hire onboarding, performance reviews, separations, maintaining HRIS data, reporting, etc.



- Provides day-to-day consultation to managers related to performance management (coaching, counseling, career development, disciplinary actions), employee engagement, productivity, and retention.
- Manages and resolves complex employee relations issues. Conducts thorough and objective investigations as directed by the CODHR.

QUALIFICATIONS

The qualifications listed are representative of the knowledge, skill, and/or ability required.

- Excellent written, verbal, interpersonal, and presentation skills.
- Ability to handle highly confidential information in a timely and professional manner.
- Experience working independently, exercising considerable judgment to make decisions for less defined and complex issues.

EDUCATION AND EXPERIENCE

- Bachelor's Degree with coursework in Human Resources/or Business or equivalent experience. PHR Certification preferred.
- Knowledge of State and Federal employment laws where DNW has locations.
- Minimum of 5 years of directly related Human Resources work experience. Work experience may be substituted for educational requirement.
- Minimum of 3 years supervisory experience in an HR environment.
- Proficiency with Microsoft Office Suite, HRIS systems and applicant tracking systems.

CONTRIBUTION TOWARD WORK DIRECTION AND/OR TEAM PARTICIPATION:

Makes efficient and effective use of own time. Sets and meets realistic deadlines. Attends and participates in departmental and organizational meetings.

PARTICIPATION IN CONTINUOUS QUALITY IMPROVEMENT:

Supports the vision and mission of CTDN. Is committed to proactively focusing on and reviewing data that is collected as it relates to his/her job responsibilities.

PHYSICAL DEMANDS:

The physical demands described here 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 functions. While performing the duties of this job, the employee is required to sit, stand, bend and walk. The employee may also be required to move up to 50 lbs. and/or perform repetitive duties from time to time.



ENVIRONMENTAL INFLUENCES:

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 with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received and reviewed the job description for my position and I feel that I can meet the requirements with or without reasonable accommodations. I understand that this job description is intended to describe the general content and requirements of the job and that it is not an exhaustive list of all duties, responsibilities and requirements of this position. I understand that Donor Network West has the right to revise this job description at any time.

Employee Signature: _____ Date: _____

Employee Name (Print): _____ Date: _____