

ALLEGANY COUNTY HUMAN RESOURCES DEVELOPMENT COMMISSION, INC.

POSITION VACANCY ANNOUNCEMENT

POSTING DATE: 08/22/2017

IN-HOUSE: X

DEADLINE FOR APPLICATIONS: 09/01/2017

OUTSIDE: X

POSITION Personnel Director

INITIAL WORKSITE* 125 Virginia Avenue
Cumberland, MD

* Subject to change based on program needs

PROGRAM: Administration

SALARY: Hourly: _____

Annually: \$40,000.00

GENERAL SCOPE:

Under the supervision of the Deputy Director and in concert with HRDC's Policies and Procedures and relevant federal, state and local regulations, the Personnel Director has the primary responsibility to provide professional human resource support. HRDC's Personnel Director works closely with HRDC Administration and carries out responsibilities in the following functional areas: employee relations, policy implementation and interpretation, collaboration with and coaching and counseling supervisors and managers, performance management, conflict resolution, investigations, onboarding, recruitment and compliance. Additionally, the Personnel Director provides guidance, support, and coordination in the consistent and effective application of policies, procedures, programs and practices of human resources and has an active role in special human resource projects. The Personnel Director also helps to create and foster a positive, supportive environment for customers and staff; maintains a positive and professional attitude; and adheres to the policy of confidentiality.

QUALIFICATIONS: (Education/Experience)

1. Bachelor degree in Human Resources, Business Administration or related field from an accredited institution.
2. Minimum of 5 years' experience in Human Resources Management as an HR Manager, Senior HR Specialist or Senior HR Generalist.
3. Currently certified as a PHR, SHRM-CP, SPHR or SHRM – SCP level.
4. Advanced knowledge of the principles, theories, and practices of human resource management.
5. Ability to exercise independent judgment, evaluate complex issues/problems, identify solutions, and develop an appropriate course of action.
6. Ability to effectively handle multiple complex tasks in a highly pressured and constantly changing environment.
7. Excellent written and oral communication skills with an ability to speak clearly and persuasively in all situations.
8. Excellent interpersonal skills with a proven ability to establish and maintain healthy, establishes productive partnerships with people from diverse backgrounds.
9. Ability to adapt and learn quickly, and progressively take on new responsibilities.
10. Intermediate or above experience with Microsoft applications (Excel, Word, Power Point, Outlook and Internet Explorer).
11. Ability to work independently; works well as an involved & engaged team member and colleague.
12. Proven project and team management skills.
13. Delivers professional results, handles changing priorities and meets tight deadlines.

DUTIES AND RESPONSIBILITIES:

1. Interpret, assist and advise employees and managers regarding employee relations, benefit concerns, leave management, worker's compensation and HR procedures and policies within specified guidelines.
2. Improve manager and employee performance by identifying and clarifying problems; evaluating potential solutions; implementing selected solution; coaching and counseling managers and employees.
3. Understand and become very knowledgeable about HRDC benefits especially how they interconnect, can be effectively used or applied.
4. Manage and effectively use Human Resources Information Systems such as ADP. Able to generate reports, audit information, set up tracking, review and analyze results as needed or requested for designated areas.

5. Assist with the improvement, revision, development and implementation of HR policies, programs, services and procedures; progressively take on lead project role.
6. Suggest and assist with the implementation of solutions to customer-related “opportunities”.
7. Actively involved and engaged with the evaluation, changes, ideas, decisions and results of HR team in achieving established team and organizations’ goals.
8. Recommend (and ultimately champion) new approaches, policies and procedures to effect continual improvements in HR team’s delivery of services.
9. Participate in administrative staff meetings and attend other meetings and seminars.
10. Interpret and apply knowledge of HRDC and HR policies and procedures when responding to and resolving employee questions, concerns and inquiries.
11. Travel to assigned offices and maintain a schedule that ensures equitable services are received throughout assigned locations.
12. Maintain a high level of confidentiality in all matters but especially when researching and resolving employee and management concerns.

WORKING CONDITIONS:

1. A non-union, supervisory, Salary Exempt position.
2. Typically, Monday – Friday, 40 hours per week.
3. Must have flexibility to work beyond an 8-hour day/40-hour week.
4. Out-of-town travel may be required per program needs and operations.
5. Must have the ability to travel approximately 40-50% of the time and effectively work from any of our locations as needed.
6. Physical ability to perform job duties as outlined in the job description, including the ability to lift up to 30 lbs.

NOTICE: All applicants must submit an HRDC Employment Application, resume, and cover letter which indicates how their work or educational experience meets the qualifications of the position. HRDC applicants who are union employees and applying for another union position must also submit copies of their two most recent performance evaluations.

SUBMIT APPLICATIONS TO:

HRDC Personnel Office
125 Virginia Avenue
Cumberland, MD 21502

HRDC - AN EQUAL OPPORTUNITY EMPLOYER