

## ROLE DESCRIPTION

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| <b>Position Title:</b> Director of HR                         |                                 |
| <b>Reports to:</b> Chief Operations Officer                   |                                 |
| <b>Salary Range:</b> \$30 - \$35 per hour                     |                                 |
| <b>Location:</b> Pikes Peak United Way – 518 N. Nevada Avenue | <b>Division:</b> Administration |
| <b>Classification:</b> Part-time (20-25 Hours)                | <b>Supervises:</b> N/A          |

**PIKES PEAK UNITED WAY MISSION STATEMENT:** To enhance youth success and family stability in the Pikes Peak Region by leading and lifting the most vulnerable in our community with mentorship, life resources and real job opportunities. Our signature programs and partner agencies intently focus on connecting youth and their families to resources at the beginning of their life journey to ensure access to fundamental needs of food, shelter and learning resources for all. #strongertogether

### ESSENTIAL FUNCTIONS

- Oversee paperwork and interview process for new employees.
- Time tracking and benefits administration, including managing annual benefits open enrollment periods or changes.
- Maintain employee handbook to ensure compliance with federal and state employment laws; annual review of and training on internal policies.
- Maintain accurate and up-to-date employee personnel records; archive and store former employee records in accordance with Federal guidelines.
- Serve as lead in Disability, Worker's Compensation and Unemployment Insurance claims.
- Maintain in-depth knowledge of legal requirements related to HR, reducing legal risks, ensuring regulatory compliance and making recommendations to the CEO and COO on changes to existing policies and procedures.
- Serve as resource for internal employee relations issues; provide mediation or mediation resources as needed. Maintain corrective action records.
- Work with managers on annual work plan setting and performance management program including training, timely tracking of employee performance evaluations and advising managers of appropriate options, when requested.
- Assists managers in the annual review performance process.

### JOB QUALIFICATIONS:

- Bachelor's degree in Business Administration, Human Resources, Communications or a directly related field is preferred.
- Experience: Five years of human resources experience, to include three years of experience in a management or leadership role.
- Equivalency: In lieu of a Bachelor's degree, one year of professional experience will serve as an equivalency to one year of education.
- Certification(s): Professional of Human Resources (PHR) or Senior Professional of Human Resources (SPHR) is preferred.
- Strong work ethic with emphasis on integrity and accountability
- Excellent interpersonal, leadership, organizational and communication skills
- Reliability to complete required tasks in a prompt, effective and efficient manner
- Strong computer and analytical skills
- Professional demeanor and appearance

### CORE COMPETENCIES for ALL UNITED WAY PROFESSIONALS:

- **Mission Focused** – top priority is to create real social change that leads to better lives and healthier communities.
- **Relationship Oriented** – understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator** – understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven** – dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward** – understands his/her role in growing and protecting the reputation and results of the greater network.

**ENVIRONMENTAL FACTORS:**

Business office environment; professional dress/attire expected. Physical demands of the position include the ability to talk and hear, prolonged sitting and/or standing, occasional lifting up to 50 pounds, and regular use of computer and telephone. The position involves frequent and routine public contact and travel to outside meetings and events. Reliable transportation, valid driver's license and verifiable automobile insurance are required. Occasional evening and weekend hours are expected.

This posting is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the position.

Pikes Peak United Way is dedicated to the principles of equal employment opportunity. It is the policy of Pikes Peak United Way to staff positions with the best-qualified people regardless of age, race, sex, color, religion, national origin, disability, genetic information or any other applicable status protected by federal, state or local law.

Please submit cover letter and resumes to [miriam@ppunitedway.org](mailto:miriam@ppunitedway.org).