

## Position Description

Title:	Human Resources Director	Supervisor:	Executive Director
Department:	Personnel	Classification:	Full Time

- A. **Job Description:** This position is responsible for all aspects and functions within the scope of human resources. The Human Services Director responsibilities include oversight and administration of all employment related areas including, but not limited to:
- i. Legal and regulatory compliance of all policies
  - ii. Claims management (workman's compensation, unemployment, EEOC, etc.)
  - iii. Administration of compensation programs, recruitment and hiring
  - iv. Investigations of all HR-related incidents
  - v. Investigate and resolve challenging staffing duties, including dealing with staffing disputes, involuntary terminations, and administering disciplinary procedures
  - vi. Plan and implement the Affirmative Action Plans
  - vii. Development and dissemination of employment policies and procedures
  - viii. Planning, managing and implementation of employee benefits plans, including, but not limited to: retirement, health insurance, life insurance, etc.)
  - ix. Leaves and accommodations management (e.g. FMLA, ADA)
  - x. Development and implementation of performance management systems, evaluation of employment related contracts
  - xi. Labor relations functions
  - xii. Vendor selection and management related to professional services supporting the HR function
  - xiii. Advise all levels of management staff and supervisors on employee relations and policy interpretation:
    - a. Track and monitor employee training requirements
    - b. Provide staff training on HR related topics
    - c. Manage the performance review process
  - xiv. Resolve employee conflicts through mediation and grievance process
  - xv. Administer the Agency's Salary and Classification System. Inform decision makers on market trends and request adjustments as necessary to hire qualified staff
  - xvi. Maintain appropriate personnel files on each active employee
  - xvii. Maintain the Agency's Employee Handbook and update it as appropriate and make recommendations
  - xviii. Conduct trainings for staff and supervisors on HR related topics including sexual harassment, diversity, and violence in the workforce, ADA, FMLA and Workman's Compensation

- xix. Compile and ensure the accuracy of all state, local, and federal reports in a timely manner.

**B. Position Qualifications:**

- Bachelor's Degree in human resources or related field required, Masters Degree preferred.
- 5+ years' experience in Human Resources Department
- 3+ years' experience in HR leadership position
- Strong understanding of the interviewing process, benefits administration, payroll and other HR functions
- PHR or SPHR certification plus
- Excellent communication (verbal/written), leadership and planning skills

**C. Position Characteristics:**

Salary: \$70,000 - \$80,000  
Hours: Monday through Friday, 9am to 5pm  
Classification: Full Time

**D. Job Benefits:**

- Paid Leave (personal, vacation, sick, funeral, 13 paid holidays)
- Health Insurance (medical, dental, vision, prescription plan)
- Short-term Disability
- Life & Supplemental Insurance
- Liability Insurance
- Workman's Compensation
- Maryland State Retirement and Pension System
- 403(b) Option
- Employee Assistance Program
- Direct Deposit
- Payroll Deduction
- Tuition Reimbursement

**COVID-19 Vaccination**

SHORE UP! Inc. requires all applicants to be fully vaccinated for COVID-19 or have a valid exemption before commencing employment. Applicants are required to furnish proof of vaccination.

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**SHORE UP! Inc.**  
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*SHORE UP! Inc. is an equal opportunity employer.*