**Job description**

Position Title: Human Resources Director

Reports To: Vice President of Business and Finance

Class: Full-time, exempt

Salary: Starting at $60,000

**POSITION SUMMARY**  
The Human Resources Director will lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits and leave, universal onboarding and training and enforcing company policies and practices.

**ESSENTIAL FUNCTIONS**

● Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.

● Provides support and guidance to management and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.

● Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.

● Ensures employee handbook and SOP’s are up to date with current laws and best practices.

● Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.

● Creates learning and development programs and initiatives that provide internal development opportunities for employees.

● Oversees employee disciplinary meetings, terminations, and investigations.

● Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.

● Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

● Performs other duties as assigned.

***Physical Requirements and Work Environment***

● Regularly sits at a computer station and operates electronic equipment.  
● May be exposed to animals/animal allergens and zoonotic diseases under conditions with limited alternatives available.  
● Must be able to deal with an often fast paced and changing workload which at times can be stressful.  
● Must stand, walk, bend and stoop frequently to perform duties.  
● May occasionally have to handle animals (dogs and cats).

***Education and Experience:***

● Bachelor's degree in Human Resources, Business Administration, or related field required.  
● A minimum of one year of human resource management experience is preferred.  
● SHRM-CP or SHRM-SCP are highly desired.

***Knowledge, Skills and Abilities***  
● A passion for the mission of the Humane Society of Northeast Georgia  
● Excellent verbal and written communication skills.  
● Excellent interpersonal, negotiation, and conflict resolution skills.  
● Excellent organizational skills and attention to detail.  
● Strong analytical and problem-solving skills.  
● Ability to prioritize tasks and to delegate them when appropriate.  
● Ability to act with integrity, professionalism, and confidentiality.  
● Thorough knowledge of employment-related laws and regulations.  
● Proficient with Google Suite or related software.  
● Proficiency with or the ability to quickly learn the organizations Payroll and talent management systems.

*This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship*

The Humane Society of Northeast Georgia is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position.

Job Type: Full-time

Pay: From $55,000.00 per year

Benefits:

* 401(k)
* 401(k) matching
* Dental insurance
* Employee assistance program
* Employee discount
* Health insurance
* Life insurance
* Paid time off
* Professional development assistance
* Vision insurance

Schedule:

* 8 hour shift

Education:

* Bachelor's (Required)

Experience:

* Human resources: 1 year (Required)

Work Location: In person