



JOB DESCRIPTION

Position:	Human Resource Director
Reports to:	Executive Director
Employment Status:	Full Time; Exempt
Work Hours/Schedule:	Center open Monday-Friday 7:00 a.m. – 6:00 p.m. Work hours fluctuate from 6:45 a.m. - 6:15 p.m.

Scope of Position:

- Managing the organization's human resources (HR) functions and employee experience
- HR professional who works to create a great workplace culture in partnership with Center leadership
- Safeguards the administration of HR programs, processes and policies including data integrity of HR systems
- Ensures Center compliance with all legal and regulatory requirements per state, federal and Office of Children and Family Services Regulations (OCFS)
- Establishes and reinforces Corning Children's Center Mission and Values

Required Education & Experience

Bachelor's Degree in Human Resources, Business, or Organization Development

Desired:

- 5+ years of HR experience (generalist/specialist or leadership development)
- Experience working in educational organizations
- Experience with staffing processes and general human resource procedures
- Successful track record in the deployment of HR business processes or programs
- Knowledge of US employment laws and policies
- Knowledge of OCFS regulations as they pertain to hiring, onboarding, and training of employees at a licensed daycare center

Day to Day Responsibilities

Functional responsibilities include managing general administrative duties, recruitment and hiring, employee relations, compensation and benefits, training and development, compliance, other HR responsibilities and other special projects and responsibilities as assigned.

Administrative:

- General administrative duties such as: contribute to the development and implementation of Center and HR policies and procedures, preparing management and administrative reports, on-going monitoring, budget development and monitoring, record retention, audits, etc.
- Serves as a valued member of the leadership team, including as Next in Command when occasionally needed

Recruitment and Hiring:

- Collaborate with all Center Teams to identify hiring needs and develop hiring plans
- Develop job descriptions and post openings
- Source and screen candidates
- Recruit and hire for talent and critical skills to fill available positions at the Center
- Develop and execute the Center's onboarding and offboarding plan

Employee Relations:

- Manage employee performance and conduct performance reviews
- Manage staff attendance by establishing policies, tracking attendance, and addressing issues, ensuring compliance with labor laws, and supporting managers in maintaining a productive workforce
- Handle disciplinary actions and terminations
- Maintain a positive and inclusive work environment
- Obtain employee feedback and insights on a regular basis (i.e.: monthly Listen to 10, annual climate survey, etc.)

Compensation and Benefits:

- Complete payroll authorizations for new hires, job promotions or demotions, and annual pay increases
- Conduct salary surveys, make recommendations for compensation adjustments, and update the Center Salary Matrixes accordingly
- Administer payroll and ensure accurate payments
- Responsible for daily administration and management of employee benefits programs (health insurance, retirement plans, etc.)

Training and Development:

- Assess staff development needs and establish an overall annual training and education plan, in partnership with the Education Team, identify training needs and translate these into appropriate training and development solutions with a focus on continuous improvement
- Proactively enable opportunities for professional skill development for Center employees
- Facilitate training sessions and workshops
- Evaluate the effectiveness of staff development programs and adjust accordingly
- Track and monitor training records to meet NY State licensing, accreditation, and any other regulatory requirements

Compliance:

- Ensure HR practices comply with relevant laws and regulations (i.e.: employment law, ADA, ACA, etc.).
- Maintain accurate employee records
- Stay up-to-date on changes in employment laws and daycare regulations
- Address health, safety and worker-management issues including compliance with federal workplace laws

Other HR Responsibilities:

- Partner with local agencies and programs to provide internship opportunities with the Center (i.e.: High School Learning Center, Early Childhood Education College programs, etc.)
- Manage HR information systems (HRIS)
- Support employee engagement and retention efforts
- Work with management to address HR-related issues
- Maintain positive, professional relationships with Center HR vendors including payroll platform, benefits providers, and community partners.

Skills and Experiences

- Ability to handle sensitive and confidential information with discretion and sound judgment
- Ability to interface and communicate (verbally and in writing) effectively with all levels of personnel internal and external to the Center and with various cultures
- Strong problem-solving skills
- Professional behaviors and positive demeanor
- Detail oriented, manage multiple priorities

- Excellent MS Office suite & Outlook skills; experience with Excel
- Enthusiastic, positive, and self-motivated, but also comfortable to work as part of the team
- Shows initiative (self-starter) and works independently and confidently on assignments and issues that arise

Physical Requirements:

- Sedentary strength demands include exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time
- Continuously requires vision, hearing, and speaking
- Frequently requires standing, fine dexterity, sitting, and handling
- Occasionally requires walking, lifting, carrying, reaching, kneeling, pushing/pulling, bending, and crouching