

Open Position

Program:	NCO Administrative Services – Human Resources
Position:	Human Resources Director
Rate of Pay:	\$39.28 to \$51.06 per hour (Depending on Qualifications)
Hours:	40 hours per week, 12 months/year
Benefits:	<p>401(k) Retirement Plan Paid Health Leave Paid Vacation and Holidays Medical, Dental, Vision and Life Insurance Employee Assistance Plan</p> <p><i>401(k) Retirement Plan all NCO employees eligible to participate upon hire. Medical, Dental, Vision, Life Insurance (within 60 days of hire) for regular status employees working 30 or more hours per week. Paid vacation and holidays for regular status employees.</i></p>
Application Closing Date:	Open Until Filled
To Apply:	<p>A completed NCO Employment Application form is required to apply. The application form is available at our website: https://www.ncoinc.org/join-our-team/ or by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p>Education Transcripts for positions that require ECE or CDV units must be attached with your application to be considered.</p>
Submitting an Application:	<p>By Email: HumanResources@ncoinc.org By FAX: 707.467.3213 By mail or hand delivery to: NCO, Inc., Attn: Human Resources 413 N. State St., Ukiah, CA 95482 <i>Applications must be received by NCO by the closing date. Postmarks are not accepted.</i></p>
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
All applicants for Head Start Child Development Program positions must review the NOTICE on page 6 of the NCO Employment Application that includes the background screening and health screening requirements	

See our Website for full job description details & to print application

[HTTPS://WWW.NCOINC.ORG/JOIN-OUR-TEAM/](https://www.ncoinc.org/join-our-team/)

Equal Opportunity Employer

We invest in people through community action.

North Coast Opportunities, Inc.
413 N. State Street, Ukiah, CA 95482

POSITION DESCRIPTION

POSITION TITLE:	HUMAN RESOURCES DIRECTOR
PROGRAM/DEPARTMENT:	SUPPORT SERVICES
REPORTS TO:	EXECUTIVE DIRECTOR
SUPERVISORY RESPONSIBILITY:	YES
FLSA/IWC STATUS:	EXEMPT
WC CODE:	8742

POSITION OVERVIEW

The Human Resources Director (HRD) is responsible for the overall operation of the Agency's Human Resources (HR) department and its staff members. Primary areas of management oversight include employee benefits, pay and compensation, and safety and wellness programs; development and implementation of departmental and agency-wide policies and procedures; and integration of HR technology platforms. The primary duties of this position require creativity, an ability to think strategically, a high level of collaboration, and excellent communication and organizational skills. The HR Director participates as a member of the NCO Leadership Team and acts as a liaison to the NCO Governing Board and the Head Start Program Policy Council. They may also act as a member of other community or policy groups at a local, state, or national level. The position therefore requires a high level of professionalism and emotional intelligence

SPECIFIC DUTIES AND RESPONSIBILITIES

- Supervises the administration of the classification and compensation system; ensures classification of positions is FLSA compliant; facilitates the completion of regular analyses of NCO's compensation and benefits to enhance the Agency's ability to be competitive in the employment market.
- Oversees the recruitment and selection processes focusing on efficiency, fairness, and compliance to ensure objective hiring decisions and a competent and diverse employee population; assist with the development of new positions and reviews and approves all NCO job descriptions.
- Coordinates with select broker(s) to secure competitive, comprehensive health benefits for employees; oversees completion of timely annual open enrollment process; acts as a liaison to brokers and providers and assists staff with complicated benefit issues; in collaboration with accounting staff, ensures monthly invoices are processed timely.
- Coordinates with broker to secure competitive workers compensation (WC) coverage for the Agency; assists accounting team with annual plan audit; ensures timely distribution of WC materials to all sites and provision of training on safety and proper reporting of workplace injuries.
- Serves as Safety Officer for the Agency; ensures NCO's Injury and Illness Prevention Plan and site safety binders are current and that the agency operations and employees are in compliance with its IIPP.
- Ensures timely completion of employee performance reviews and orientation programs are occurring as required by funders and NCO's personnel policies.
- Oversees the administration of all personnel records including medical and worker's compensation injury files; ensures the Agency is in compliance with all regulations regarding recordkeeping, retention, storage and destruction.
- Provides input into the Agency's strategic planning with regard to the organization's human resources needs issues; establishes human resources department objectives in line with organizational objectives.
- Provides human resources advice, counsel, and decisions; analyzes information; consults with legal counsel as needed and appropriate, and/or as directed by the Executive Director on personnel matters.
- Researches, develops, writes, and updates policies, procedures, and handbooks as required; obtains formal approvals for changes as required by policies; ensures overall Agency compliance through effective training and communication.
- Stays current on applicable legislation and regulations at the federal, state, and local levels; anticipates changes to legislation and potential impact on the Agency and its workforce; advises management on needed actions.
- Coordinates and/or conducts exit interviews; analyzes information collected and reports common concerns or themes as appropriate.
- Works directly with Program Directors and others who supervise employees to ensure best practices are followed in carrying out their responsibilities on personnel matters; provides assistance and support with the disciplinary process;

may supervise or conduct disciplinary or termination meetings.

- Collaborates as part of the Senior Management Team to create continuity and ensure a cohesive strategic work environment for the administration of the overall agency.
- Supervises assigned staff members in accordance with the NCO Personnel Policies Handbook and all applicable laws and regulations; provides resources, support, and training for assigned staff members to ensure they have the knowledge to perform their duties and responsibilities as effectively and efficiently as possible.
- Acts as a Plan Trustee and primary administrator for NCO's 401k retirement plan.
- Oversees NCO Wellness Program committee; acts as liaison to service providers and negotiates terms of contracts.
- Updates job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Aligns work behaviors in conformance with NCO's Mission, Vision and Values.
- Other duties as assigned and in keeping with the general duties of this position.
- Work habits:
 - ✓ Creates a professional work environment that is collaborative, efficient, inclusive, and respectful and that is in alignment with all NCO policies.
 - ✓ Maintains a high level of confidentiality in all aspects of work and in alignment with NCO's policies and procedures.
 - ✓ Keeps the Executive Director informed regarding its Human Resources functions and the overall viability of the Agency as an employer.
 - ✓ Maintains a regular work schedule that is structured to meet the demands of a director-level position.
 - ✓ Responds and adapts quickly to changes in the business and work environment.
 - ✓ Follows the NCO Injury Illness and Prevention Plan, as well as all Agency and program safety protocols, procedures, and policies.
 - ✓ Acts as a role model and represents NCO and its programs to the community in a positive light.
 - ✓ Dresses appropriately for the job.

JOB QUALIFICATIONS

Education, Training and Experience

- A bachelor's degree from an accredited school in Human Resources Management, Business Administration, or other related field OR an equivalent combination of relatable education and experience is required; a master's degree in a related field is preferred.
- A minimum of two years' experience directly supervising staff is required.
- Possession of one or more HR certifications is preferred.
- Prior experience working with a non-profit or Community Action-based agency is preferred.

Knowledge of:

- Principles and practices of effective interpersonal communications.
- Current standard office practices and procedures.
- Computer operations as relates to the duties of the position including use of the internet and email is essential; familiarity with Office 365 and Microsoft products is preferred.
- Basic accounting and payroll practices and processes.
- State and federal employment laws and related agencies.

Ability to:

- Interact with others in a culturally and emotionally sensitive manner.
- Diffuse and appropriately respond to difficult and stressful situations.
- Objectively investigate and respond to inquiries or complaints from employees and regulatory agencies.
- Maintain cooperative, professional working relationships.
- Communicate clearly and appropriately verbally and in writing in English is required.
- Operate standard business office equipment.
- Organize duties and tasks to meet established deadlines.
- Effectively manage department staff through appropriate oversight and delegation of tasks.
- Read, analyze, and interpret HR-related articles and legal documents.
- Read and understand financial reports related to overall fiscal management

- Understand and carry out oral and written instructions.
- Be effective working independently and as a collaborative team member.
- Compile and analyze data for use in drafting reports.
- Perform business math calculations in an accurate manner (i.e. addition, subtraction, multiplication, division, and percentages).
- Perform data entry for moderate periods of time.
- Facilitate meetings and trainings for groups of various size is preferred.
- Work a flexible schedule to accommodate attending planned works events and professional development opportunities.
- Effectively present information to top management, public groups and/or boards of directors.
- Listen and engage others in conflict resolution processes.

Necessary Special Skills or Requirements:

- For work-related driving, must have valid California driver's license, verifiable good driving record, and access to a vehicle with insurance that covers the employee as a driver.
- This position is funded by NCO's Indirect Cost Pool which includes Head Start program funds and is therefore subject to the Head Start COVID-19 Vaccination Mandate. Employment in this position is contingent upon receipt by the Agency of proof of full vaccination against COVID-19 or the granting of an exemption for either medical reasons or a sincerely held religious belief as requested in accordance with NCO's policies and procedures.
- Employment is contingent upon completion of a Criminal Record Clearance screening within 90 days of hire as required by the Head Start Standards and/or contract terms as demonstrated by providing a receipt to the Agency from the screening organization performing the background check. Results must be within allowable limits.

WORK ENVIRONMENT / PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, communicate clearly, and to direct and supervise staff.
2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use manual and automatic tools, or controls and reach with hands and arms.
3. The employee is occasionally required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee must occasionally lift and/or move up to 25 pounds unassisted and may occasionally move and lift heavier materials with assistance using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid California Driver's License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is a frequent aspect of this job.
8. The employee will regularly use computers and computer printers, telephones and other similar electronic office equipment.

***Note:** This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*