

TOWN OF ABITA SPRINGS

Job Description: Human Resources Director

Band: Director

Job Purpose

The Human Resources Director provides administrative oversight and performs work to ensure the employment systems and processes meet the needs of the Town's business and comply with federal and state employment laws. The HR Director works to build capability of line managers in areas of performance management, staff development, employee relations, policy adherence, reward and recognition, and benefits and compensation.

Reports to: Town Mayor

Responsibilities

In addition to following Town policies and procedures, principal accountabilities include, but are not limited to:

- Support staffing and retention through ensuring that job descriptions, organizational charts and reporting structures are current; recruiting, interviewing and hiring process are in place; orientations conducted.
- Support talent management with performance appraisals, individual development plans for growth when needed, and performance improvement plans for underperformance as required.
- Coordinate succession planning through annual talent discussions with management, cross training needs to fill gaps identified, plans for future talent recruitment or development created.
- Ensure compliance to Federal and State Employment Law; conduct training on all mandated laws, EEO, ADA, Sexual Harassment, etc.
- Maintain employee handbook and all employee files.
- Assist with compensation and benefit matters, benchmarking with external market and other municipalities for competitive data.
- Conduct investigations as needed on complaints, rule violations, etc.
- Support a positive work environment to foster employee engagement.

Job Qualifications

- 3-5 years of experience and/or college degree in human resources or related area or combination of education and experience
- HR certification preferred
- Basic Microsoft Office
- Customer Service mindset

Direct Reports

- none