

Job Posting

Full-Time Human Resources Director

The Auburn YMCA-WEIU is seeking a Full-Time Human Resources Director for their Auburn and Skaneateles branches. This is a great opportunity for someone looking to expand their Human Resources responsibilities in an organization that makes meaningful relationships every day.

YMCA employees receive a free Y membership! Health, dental, retirement and life insurance offered as well as vacation, sick, personal time and paid holidays!

General Functions:

Under the direction of the CEO, the Human Resources Director is a member of the Senior Management Team with overall responsibility for all Human Resource functions. The HR Director will work with the CEO, CFO, Board of Directors, Branch Executives, Staff and Volunteers to provide leadership and direction to implement the Association's Human Resource services, policies, and programs for the entire association. The major areas directed are:

- Strategic Management
- Workforce Planning, Recruitment and Staffing
- Organizational Development
- Performance Management and Improvement Plans Through Progressive Discipline Procedures
- Employment and Compliance To Regulatory Concerns
- Employee Orientation, Development, and Training
- Policy Development and Documentation
- Employee Relations and Communications
- Compensation and Benefits Administration
- Employee Safety, Welfare, Wellness and Health
- Employee Services and Counseling
- Administrative Duties - governmental reporting and filing

Essential Duties and Responsibilities:

The essential functions of this position include, but are not limited to the following:

- Provide Human Resources strategic planning and practical execution for the Auburn YMCA WEIU including two branches and multiple summer camp programs. Provide leadership to the executive staff in creating best in class HR support for YMCA Operations. Employee population is approximately 350 employees.
- Develop and administer programs, procedures and guidelines to align the workforce with the strategic goals of the association.
- Collaborate with management to communicate Human Resources policies, procedures, programs, laws and regulations. Provide counsel on the development and practical application of employment policies and practices.
- Determine best practices and create consistent processing for recruiting, staffing and effective integration to the YMCA for new hires across the organization.
- Establish systems for performance feedback, employee development, and performance management to enhance individual and team performance. Monitor and advise managers and supervisors in the progressive discipline system, and recommend performance improvement process with non-performing employees.

- Review, guide and approve management recommendations for employment terminations.
- Establish a consistent compensation process across the organization including implementing a system to set appropriate starting salaries and ensuring the salary administration process effectively recognizes performance. Drive organizational equity through analysis of structure, position grades and pay across the organization. Monitor all pay practices and systems for effectiveness, cost containment and to ensure compliance with all applicable laws.
- Leads organization compliance with all existing governmental labor laws and governmental reporting requirements including any related to the following; Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), NY Paid Family Leave, Employee Retirement Income Security Act (ERISA), Fair Labor Standards Act (FLSA) Department of Labor, NYS Workers' Compensation and Disability Law, Occupational Safety and Health Administration (OSHA) and NYS Human Rights. Drive preventative measures to minimize the organization's exposure to lawsuits to include training and one-on-one management support to ensure compliance.
- Obtain cost effective, employee-serving benefits; monitor national benefits environment for options and cost savings. Recommend changes in benefits offered, especially new benefits aimed at employee satisfaction and retention. Conducts annual open enrollment meetings and benefit orientations.
- Establishes an in-house employee training system that addresses association-training needs including; training needs assessment, new employee orientation, and management development and training transfer (train the trainer). When needed assists managers with the selection and contracting of external training programs and consultants.
- Conducts investigations when employee complaints or concerns are brought forth. Also, reviews employee appeals through the association complaint procedures.
- Leads the implementation of association safety and health programs and monitors the tracking of OSHA-required data.
- Keeps the CEO and the executive team informed of significant problems that jeopardize the achievement of association goals and those that are not being addressed adequately at the line management level.
- Participates in executive staff and management meetings.
- Attends required meetings, completes required training and responds to inquiries in a timely manner.
- Identifies and responds to child abuse according to YMCA Youth Protection Plan.
- The HR Director assumes other responsibilities as assigned by the CEO.

Experience and Education:

- Bachelor's degree in Human Resources with 2 years experience or an Associate's degree with a minimum of 5 years experience required.
- SPHR or PHR Certification is preferred.

Qualifications:

- Demonstrated understanding of general HR processes and core competencies; to include broad knowledge and experience in employment law, compensation and benefits, organizational planning, organization development, employee relations, safety, workforce planning, training and development.
- Ability to develop and execute broad strategic initiatives to further Human Resources functionality within the association.
- Ability to assess broad organizational issues, develop appropriate actions and drive lasting change.
- Proven competence in developing relationships at multiple levels and across functions of the association, with demonstrated ability to interact effectively.
- Strong proven ability to operate independently and prioritize assignments.
- Demonstrated ability to lead the association through change initiatives.
- Proven ability to recruit, provide performance coaching and create development plans for employees.
- Demonstrated ability to deliver difficult messages and provide objective feedback to employees and leadership.
- Demonstrated prior experience in conducting independent investigations on employee related issues.
- Strong analytical skills with demonstrated ability to apply process.

- Ability to create and act with credibility with key leadership and employees.
- Ability to balance competing priorities and to adapt to changing requirements.
- Excellent interpersonal, listening, and oral and written communication skills.
- Experience in the administration of benefits and compensation programs and other Human Resource programs.
- Excellent computer skills in a Microsoft Windows environment. Including Excel and skills in database management and record keeping.
- Evidence of the practice of a high level of confidentiality.
- Active affiliation with appropriate Human Resources networks and organizations and ongoing community involvement preferred.

The Y is an equal opportunity employer

Applicants should apply at

<https://www.indeed.com/jobs?q=human%20resources&l=Auburn%2C%20NY&vjk=e931e83bb279b656>