

Job Description

Job Title	Director, Human Resources
SOC	11-3120
Department	Human Resources
Reports To	CEO
Supervisory Duties	Yes
Classification	Exempt
Travel Required	25%
Revision Date	August 2019

Summary of Position

The Director, Human Resources is responsible for supporting the strategic initiatives of IPMG by leading and managing the Human Resources Department, all HR functions, customer service, and business office administration while upholding the Core Values and Mission of IPMG.

Essential Functions & Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Serve as a member of the Senior Leadership Team participating and leading IPMG's strategic initiatives and organizational development
- Lead the Human Resources and Business Administration team to achieve goals and organize workloads, train, motivate, and evaluate assigned staff
- Oversight and leadership of the following:
 - HIPAA compliance and BQIS compliance
 - Benefits Administration and ESOP administration
 - Wellness initiatives
 - Talent acquisition and management
 - Performance management
 - Employee relations and retention
 - Legal requests
 - Employee engagement
 - Policy implementation
- Consult and guide Management, Senior Leadership and Board of Directors on all HR and employment matters
- Manage vendor relationships
- Oversight of Workforce Development and Employee Health and Safety sections of CARF accreditation
- Follow all federal, state and local policy and mandates on employment law and regulations
- Other projects as assigned by CEO and Board of Directors

Competencies

- Subject matter expert
- Business acumen

- Strategic thinking and vision
- Consultation
- Leadership & navigation
- Relationship management
- Strong communication, verbal and written
- Ethical practice

Supervisory Responsibilities

This position supervises others.

Required Education & Experience

- Bachelor's degree in human resource management, business administration, organizational development or related field
- SPHR or SHRM-SCP credentials
- 7-10 years of progressive human resources experience, including 5 years of leading an HR team
- Experience as a trusted source and a member of an executive leadership team
- Strong knowledge of federal, state and local employment law
- Strong knowledge of human resources principles and practice
- Project management experience

Preferred Qualifications & Experience

- Master's degree in human resource management or related field

Additional Eligibility Requirements

- Current and valid driver's license
- Current and valid car insurance
- Ability to pass a thorough background screen

Work Environment

This position functions in a traditional, professional office setting, using standard office equipment such as a computer, scanner, and phone.

Physical Demands

Minimal lifting or reaching is required. This is primarily a sedentary position.

Position Type & Expected Hours of Work

This is a full-time position with a standard work schedule of Monday-Friday, 8am-4:30pm or similar hours and additional hours as necessary.

Travel

Regular statewide travel is required.

EEO Statement

IPMG is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, gender identity, political affiliations, arrest records or any other characteristic protected by federal, state or local laws.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature

Date