



Job Title: Director of Human Resources
Department: Human Resources
Reports To: Vice President of Human Resources
Status: Full-Time; Exempt

The **Director of Human Resources** leads human resources practices and objectives that will provide quality, productivity and standards for goal attainment, and the recruitment and ongoing development of a workforce that will perform and align towards the organizations mission.

The **Director of Human Resources** manages implementation of services, policies, and programs through Human Resources staff; and assists and advises Directors about Human Resources issues. Directs in the areas of: recruiting and staffing, organizational planning; employment and compliance for regulatory concerns; employee orientation, development and training; policy development; employee relations; compensation and benefits administration; and employee health, wellness and welfare.

ESSENTIAL JOB FUNCTIONS (may include but is not limited to the following):

- In coordination with HR staff, oversees the administration of new hires and terminations, benefits programs, leaves of absences and 401(k) plan.
- Provides leadership and coordination for strategic planning and implementation by specifying the strategies and actions to achieve the objectives.
- Develops and revises standard human resources operating procedures.
- Provides direction for the management of compliant HR policies, procedures, and systems.
- Conducts ongoing research, monitors compliance, prepares reports and recommends appropriate changes in human resource procedures, policies, or standards according to federal and state regulations.
- Reviews employee status changes and applicable details
- Assists in the planning, development, coordination and implementation of human resources information systems to maintain employee data.
- Oversees recruitment and employment-related processes and monitors job postings
- Monitors employee and student accident and incident reports for routing, completeness and follow through.
- Monitors communications with the injured employee or student, care providers, and Directors during the claim process.
- Provides technical assistance to all Directors about HR principles, practices and procedures.
- Provides leadership for staff development and managing the online training system.
- Monitors the use of human resources information systems for quality control, authorization, and data entry.
- Creates a positive environment, evaluates group processes, recommends solutions or alternatives, etc.

- Plans, organizes, directs, and controls department activities; assigns job duties, monitors task completion for department staff and conducts and manages performance evaluations.
- Conducts annual and/or periodic human resources risk assessment audits as required.
- Ensures organization compliance by submitting IPEDS and EEO-1 reports, gathering and entering in crime statistics and publishing the Annual Security Report.
- Ensures that the Human Resources Department is in compliance with Standard 8 accreditation requirements for The Council on Occupational Education (COE).
- Directs, manages and provides support for legal claims and other high-risk cases.
- Assists with investigations and responds to complaints or grievances from directors, managers and other employees.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND ABILITIES:

- Employee benefits such as health insurance, paid leave, time off, pay for time not worked, etc.
- Principles, theories, and practices of recruitment and selection, employee relations, personnel/human resource management and techniques of job classification and/or job analysis.
- Applicable laws, rules, regulations and/or policies and procedures and best practices.
- Research methods, techniques, and/or sources of information
- Use logic and critical thinking to analyze or identify underlying principles, reasons, or facts associated with information or data to draw conclusions
- Use of automated human resource systems and software applications
- Ability to communicate clearly, concisely and effectively and understand information and ideas as presented verbally or in writing
- Identify developmental needs of others and coach, mentor, or otherwise help others to improve their knowledge, skills and abilities
- Deliver presentations or training using applicable methods and techniques
- Deal with people in a manner which shows sensitivity, tact, and professionalism
- Facilitate or lead meetings, teams, or work groups to encourage participation, build mutual trust, respect and cooperation among participants
- Solid commitment to customer service and confidentiality
- Read, interpret and apply laws, rules, regulations, policies and/or procedures
- Supervise other Human Resources staff by assigning/directing work; conducting employee evaluations, staff training and development, taking appropriate disciplinary/corrective actions, making hiring/termination recommendations, etc.
- Pragmatic problem-solving skills; identifies and resolves problems in a timely manner, works with others to solve complex problems.
- Ability to handle multiple priorities simultaneously.
- Reacts well under pressure; treats others with respect and consideration; follows through on commitments
- Completes tasks on time; takes responsibility for own actions; can be relied upon
- Develops strategies to achieve organizational goals; identifies external and internal issues and opportunities; adapts strategy to changing conditions
- Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others
- Displays original thinking and creativity; meets challenges with resourcefulness; develops innovative approaches and ideas

- Demonstrated ability to fulfill the organization's professional expectations of accountability, active collaboration, commitment, communication, diversity and professionalism.
- Ability to travel to other centers as necessary

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in Human Resources, Business Administration in a related field or
- An equivalent combination of education, training, and experience related to the role.
- Minimum of seven (7) years of progressive Human Resources leadership and management experience.
- Experience working in the nonprofit sector preferred.
- Bilingual in English/Spanish is a plus.
- Experience working with persons of diverse socio-economic and ethnic backgrounds.

EQUAL EMPLOYMENT OPPORTUNITY

CET will consider and hire qualified applicants without discrimination. CET maintains as its staffing goal to recruit and maintain a workforce that reflects the diversity of the CET community.

Job Type: Full-time

Pay: \$90,000 - \$120,000 per year

Benefits:

- 401(k)
- Health insurance
- Paid time off

Schedule: Monday to Friday

Work Location: In person - 701 Vine St, San Jose, CA 95110