

Director of Human Resources Goodwill Industries of NEPA

Job description

Directs the agency's Human Resources functions and department personnel to ensure the agency attracts and retains qualified personnel. Consistently and fairly implements agency policies and procedures and all applicable state and federal laws/regulations.

- Develops, implements, and maintains the agency's Employee Handbook by researching and recommending appropriate changes.
- Ensures compliance with all applicable state and federal laws and regulations.
- Designs, implements, monitors, and analyzes data pertinent to the Human Resources Department to assess the impact, utilization, effectiveness and competitiveness of the agency's wage and benefits plans.
- Coordinates the collection of information with the payroll system.
- Prepares reports as directed by the CEO.
- Develops and implements all aspects of the agency's safety program including Workers Compensation and accident control programs for employees, customers, and vehicles.
- Oversees the agency's selection, evaluation, disciplinary and termination process, as necessary.
- Monitors the unemployment compensation costs to the agency. Prepares legal documentation as required.
- Ensures all agency policies and procedures are consistently applied to all agency personnel.
- Ensures that all reporting requirements for governmental and state agencies, departments/ in-house, insurance companies, etc. are met in a timely fashion.
- Performs all other duties as assigned by the President/CEO.

Bachelor's degree in business and/or Human Resources with at least five years of management experience and/or an equivalent combination. Must have excellent people, verbal, and written skills. Must obtain a high degree of confidentiality.

Job Type: Full-time

Email resume to pat@c3gc.com