

# Houstonfirst<sup>™</sup>

## Job Posting

<b>Job Title:</b>	<b>Human Resource Director</b>
<b>Department:</b>	<b>Finance and Administration</b>
<b>Reports To:</b>	<b>VP Finance</b>
<b>Location:</b>	<b>Partnership Tower, Houston, Texas</b>
<b>Hours:</b>	<b>8:00 am to 5:00 pm, Monday through Friday</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Updated:</b>	<b>July, 2019</b>

**Summary:** Directs and ensures the efficient administration and management of the Human Resources function to include recruiting, training, retention, wage/benefit administration, compliance with statutory requirements and the execution of employee relation activities, in order to provide each department with the personnel, guidance, and support necessary to achieve its business objectives. Accountable for ensuring a proactive human resources environment consistent with the company's mission, vision and values.

**Essential Duties and Responsibilities:** (individual duties, assignments and responsibilities required of the position)

- Hire, train and supervise human resources personnel; administer and direct the daily activities of the department
- Prepare annual human resources budget/forecast, approve expenditures and ensure budget is met.
- Ensure the human resources department provides a high level of service to management and staff members
- Direct and instruct the management staff in effective recruiting and interviewing techniques to ensure the hiring and retention of qualified and efficient staff members
- Develop, implement and administer policies and programs related to the management of all personnel to ensure the maintenance of a positive and productive employment environment. Monitor to assure fair and consistent application
- Ensure that staff members throughout the company are developed and utilized to their maximum potential by controlling the implementation, administration and monitoring of all training programs
- Instruct training classes, analyze and review current and proposed methods, consult with and make recommendations to the management staff for improvement
- Ensure compliance with all state and federal laws as well as regulations and court rulings which pertain to human resources by reviewing current management practices, implementing new procedures and communicating verbally and in writing any new requirement

- Direct organizational planning, including role design, career planning, and performance management processes
- Coordinate company programs to achieve diversity goals and promote diversity as part of the culture of the Company
- Manage all benefits programs, including plan design; ensure compliance with all federal and state regulations and changes related to Health Care Reform
- Manage all staff member and labor relations
- Monitor safety programs and Workers' Compensation benefits
- Maintain all staff personnel records and human resources files ensuring confidentially. all
- Other duties or special projects as necessary

**Supervisory Responsibilities:** (personnel supervision, budgets, performance, etc.)

- Maintain staff by recruiting, selecting, orienting and training employees
- Directly responsible for planning and assigning, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems

**Education and/or Experience:** (special training, certifications, college degree, etc.)

- Bachelor's degree in Human Resources, Business Administration, Social Science or a related field
- Five (5) years combined general human resources and supervisory/management experience

**Knowledge, Skills and Abilities:** (technical, communication, interpersonal, etc.)

- Thorough knowledge of human resources practices and procedures as well as considerable knowledge of state and federal laws (i.e. Title VII, Workers' Compensation, etc.) and regulations pertaining to human resources matters
- Ability to deal effectively with all staff members and employee representatives, some of whom will require high levels of patience, tact and diplomacy to diffuse anger and collect accurate information and resolve conflicts
- Visual ability to observe staff members in the work place, analyze operations and detect situations of concern with regard to areas such as employee performance, grooming, training, policy adherence and morale
- Strong communication skills, both verbal and written
- Ability to maintain confidentiality and exercise appropriate discretion
- Computer literacy with advanced knowledge of Microsoft Office
- Mathematical skills necessary to perform calculations for salary and benefit administration and to forecast departmental expenses

**Work Environment:** (overtime, travel, physical demands, conditions)

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- No major sources of discomfort; essentially normal office environment with acceptable lighting, temperature and air conditions.

**MISCELLANEOUS:**

- Must pass a pre-employment drug test

**ANNUAL SALARY:** Commensurate with experience

**POSTING DATE:** June 18, 2019

**CLOSING DATE:** Until filled

**APPLICATION PROCEDURE:**

- 1) Fill out a "CCSI Application" and attach a current resume
- 2) Submit both, application and resume, to Human Resources at [hfjobapplications@houstonfirst.com](mailto:hfjobapplications@houstonfirst.com)

*The individual selected for the position described above will be employed by Convention and Cultural Services, Inc., and in accordance with an existing Services Agreement, will perform services for Houston First Corporation.*