



JOB DESCRIPTION DIRECTOR OF HUMAN RESOURCES

Summary:

The Director of Human Resources, Safety & DR&I is responsible for developing and executing human resource strategy in support of the overall business plan and strategic direction of the NCGA and supporting the Poppy Holding Inc. and Youth on Course organizations. Specific areas of strategic support are in the areas of succession planning, talent management, change management, organizational and performance management, training and development, and compensation. The HR Director provides strategic leadership by articulating HR needs and plans to the executive team and the board of directors. The Director of HR is also responsible for the administrative processes and requirements for HR documentation, reporting, employee law, safety programs, and payroll management.

The ideal candidate will have a bachelor's degree and three to five years of related work experience at a management level. Also, the candidate will have extensive knowledge in the following areas:

Employee Engagement, Employee Relations, Workers Compensation, Benefits, Compensation, Metrics and Analytics, Recruitment, Safety, Labor Law, and Training

Key Strategic Duties/Responsibilities:

- Establish and implement HR efforts that effectively communicate and support the company's mission and strategic vision.
- Develop HR plans and strategies to support the achievement of the overall business operations objectives.
- Function as a strategic business advisor to the CEO and senior management regarding key organizational and management issues.
- Support the NCGA Board Diversity & HR Committee, including representing the staff as the leader of any internal tasks/internal task force leadership.
- Work with the company's executive management team to establish a sound plan of management succession that corresponds to the strategy and objectives of the company.
- Develop comprehensive strategic recruiting and retention plans to meet the strategic goals.
- Develop and implement comprehensive compensation and benefits plans that are competitive and cost-effective.
- Provide overall leadership and guidance to the HR function by overseeing talent acquisition, career development, succession planning, retention, training, leadership development, compensation and benefits.

Compliance Duties:

- Recommends, develops, updates and implements Human Resource programs, which meet the needs of the organizations and comply with Federal and State regulations (i.e. IRS, COBRA, OSHA, DOL, EDD, and other regulatory requirements).
- Closely monitor and ensure compliance with all local, state and federal labor laws.
- Oversee and coordinate COBRA and workers compensation benefits in compliance with state and federal laws.
- Process, prepare and represent the company in all disciplinary actions.
- Administer unemployment claims, including accurate termination documentation and attendance at hearing.

HR System Administration:

- Responsible for design and maintenance of HR systems and records.
- Oversees/Administer payroll and pension for the total NCGA organization
- Maintains an up-to-date Employee Handbook and Policy Manual.
- Direct the maintenance of employee records, confidential files, and all other necessary documentation.
- Provide payroll and employment statistic reports as needed for the organization, EDD, etc.
- Make all payroll changes/updates for employees (salaried and hourly) in personnel software.
- Work closely with accounting/payroll, checking employee vacation, sick, holiday, etc. in personnel software for availability.
- Code health insurance invoices for payment
- Complete employee bank loan documents (employment and salary history)

Safety:

- Design and implement safety programs, in conjunction with other departments, that comply with Federal and State regulations and standards established by the organizations.
- Schedule regular visits to the workplace and employee areas, representing the Human Resources & Safety Department.
- Travel to Poppy Ridge Golf Course on at least a monthly basis to meet with managers and staff and to address Human Resources & Safety issues.
- Support safe work habits and a safe working environment at all times

Supervisory Responsibilities:

- This position is directly responsible for the HR Coordinator.