



**Walnut Street Center, Inc**  
**JOB POSTING**

<b>Position:</b>	Human Resource Director	<b>Department:</b>	HR/Administration
<b>Status:</b>	Exempt	<b>Salary:</b>	DOE
<b>Reports To:</b>	Executive Director	<b>Hours:</b>	Full-time, Mon-Fri days
		<b>Location:</b>	Medford, MA

**Summary:**

The Human Resource Director is responsible for the day-to-day operations of the Human Resource department. The Director of HR supervises an HR Manager and Administrative Coordinator, as well as manages the administration of the human resources policies, procedures and programs. The HR Director is a member of the agency's senior management team, and handles responsibilities in all HR functions including, but not limited to: employee relations, recruiting, labor relations, workplace safety/ health programs and unemployment.

**Responsibilities:**

- Provide advice and guidance to management on staffing levels and labor relations issues, including personnel actions, discipline, discharge, and grievances
- Interpret labor agreements and applicable statutes and regulations and ensure compliance
- Implement, analyze, monitor, and prepare all budgets
- Recommend, monitor, and interpret personnel policies and systems
- Participate in employee related formal and informal administrative hearings, arbitrations, and lawsuits
- Assist HR Manager to maintain employee health and safety programs
- Participates in the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the agency
- Work with agency's supervisors to manage and maintain the performance appraisal system
- Provide oversight of the progressive discipline process in compliance with the collective bargaining agreement; conducts investigations as necessary
- Serve as the liaison and point person for contact with SEIU regarding employee relations issues
- Manage and oversee full-cycle recruitment process
- Collaborate with the Training/Quality Director on developing, implementing, and leading trainings, both as part of new hire orientation and required in-service trainings
- Act as point-person in maintaining payroll/HRIS and LMS systems
- Collect, analyze, and report on personnel metric data
- Participate in special projects and senior management team duties such as: strategic planning, fund raising, etc.

**Requirements:**

- Bachelor's degree in Human Resources, Business Administration, Psychology or a related field required; Master's degree preferred
- Minimum 5 years of Human Resources experience, required
- PHR, SPHR, and/or SHRM certification, strongly preferred
- Prior experience working with unions, preferred
- Proficiency using Paycom and Relias LMS strongly preferred
- Working knowledge of government laws, rules, and regulations including but not limited to: FMLA, ADA, and FLSA
- Excellent MS Office skills including a high proficiency in Excel

- Excellent verbal and written communication skills; superior interpersonal skills
- Ability to organize, prioritize, and meet deadlines
- Ability to work both independently and as part of a team
- Ability to take initiative and seek additional duties and tasks

Walnut Street Center believes diversity strengthens the value of workplaces. We are proud to be an equal opportunity employer. All qualified applicants are encouraged to apply.