



Crow Canyon Archaeological Center Job Description

Position Title:	Director of Human Resources
Status:	Full-Time
Employment Category:	Exempt
Reports to:	President / CEO
Revised:	2/13/18 – DLF
Approved:	3/1/2018- EP

Position Summary:

This person is a key member of the organization and is responsible for day to day administration of HR functions; maintaining organizational state and federal licenses; ensuring compliance with applicable laws, regulations, and policies; review and development of internal policies; and providing subject matter expertise and strategic guidance.

Education and/or Experience:

Bachelor's degree and at least 5 years' experience or equivalent combination of education and experience that can be demonstrated to be applicable to the duties listed in the job description. SPHR certification required.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Human Resource Responsibilities

- Responsible for development, implementation, and management of total compensation including benefits, recognition, staff training, and performance evaluation procedures and practices;
- Selects and coordinates use of human resources consultants, insurance brokers, insurance carriers, pension administrators, training specialists, labor counsel, and other outside sources;
- Ensures and maintains compliance with federal, state, and local employment laws;
- Acts as a point-of-contact for legal issues related to employment, ensuring appropriate responses to unemployment, worker's compensation, and EEOC discrimination claims;
- Responsible for development, implementation, and management of organizational structures and staffing patterns to effectively accomplish the organization's goals and objectives;
- Responsible for personnel recruitment and retention programs, including advisement of hiring supervisors, training for effective interviewing, and new hire orientation;
- Responsible for the development, implementation and management of risk management policies and practices;
- Responsible for developing reporting procedures and other methods to establish human resource program accountability and measure success; revises processes and procedures to improve effectiveness;

- Serves as a resource for directors and staff during conflict resolution;
- Manages volunteer recruitment and compliance requirements; arranges and assigns tasks according to organizational needs;
- Administration of the performance appraisal process;
- Assists in organizational training and development efforts, including data entry in personnel records;
- Maintains human resource records and filing systems, including set up of paper personnel files and the updating of both paper and electronic personnel files as needed.

Knowledge, Skills, and Abilities:

- Prior knowledge and experience in human resources principles and practices;
- Demonstrated success as a human resources professional;
- Advanced written and verbal communication skills;
- Effective interpersonal skills;
- Expertise in word processing, spreadsheet, database systems and computer applications;
- Strong organizational skills and attention to detail;
- Ability to work cooperatively and communicate effectively.

Physical Demands:

- The employee may occasionally need to lift and/or move up to 30 pounds; reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Required Certificates, Licenses, and/or Registrations:

- Valid driver's license.
- Current SPHR certification
- Background check upon hire.
- Current physical exam and health history completed by a licensed medical health care professional.
- Must be insurable by Crow Canyon's automobile liability carrier upon hire and while employed in this position.
- May be required to complete transportation-related training.
- Current First Aid and CPR certification

Note: This is a general description of the kinds of duties and responsibilities that are performed by employees who have this title. It shall in no way be construed as an all-inclusive determination of the specific duties and responsibilities of any particular position. It is not intended in any way to limit the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.