



## EMPLOYMENT OPPORTUNITY

Posted 12/15/09

<b>Job Title</b>	Director, Human Resources
<b>Department</b>	Human Resources
<b>Reports to:</b>	VP, Shared Services
<b>Position Summary</b>	<p>Plans and directs human resources and office support processes and programs for corporate ministry, with heavy emphasis as a consultant to Executive Management. Plans, develops, implements, and continuously improves responsibilities in the areas of employe relations, recruitment and selection, training and development, compensation, benefits, safety, and office services. Collaborates with System HR Leadership on the development of strategic System-wide HR direction and initiatives.</p> <ol style="list-style-type: none"> <li>1. Provides ongoing consulting guidance, coaching and, training to Department Leaders and staff, with respect to labor and employee relations programs and activities.</li> <li>2. Identifies areas of potential legal and compliance risk and works with Legal to develop appropriate responses including education, policy changes, and direct intervention.</li> <li>3. Leads efforts in the area of employee engagement by proactively identifying office trends, concerns and issues and implementing activities and programs to address, alleviate, or solve. Identifies, analyzes, investigates, and addresses employee relations issues, makes recommendations, and collaborates with management on corrective action.</li> <li>4. Provides guidance and consults with management to assess department need and organizational effectiveness in order to facilitate staffing, recruitment and selection in manner aligned with SJHS processes.</li> <li>5. Directs the analysis and management of position evaluation and compensation programs to ensure market competitiveness and compliance with SJHS pay philosophy and practices. Makes recommendations for new or amended practices.</li> <li>6. Directs Executive Compensation analysis and consults with corporate compensation team to ensure market competitiveness and compliance.</li> <li>7. Assesses benefit options based on System Office demographics and needs, oversees administration of these benefits programs, and communicates program structure, process, and changes.</li> <li>8. Develops, revises, interprets, and oversees administration of System Office human resources policies procedures, and practices, ensuring compliance with all applicable statutory requirements and incorporation of external best practice as necessary. Consults and coaches management to appropriately administer policy.</li> </ol>

- 9. Designs, develops, coordinates, and facilitates employee and management training in areas of human resources practices, new hire orientation, performance management, customer service, selection and hiring, leadership development, employee relations, or other initiatives that support of the strategic goals of the organization.
- 10. Works collaboratively with HR Leadership and corporate HR team on development of HR strategic initiatives and operations; leads ad hoc System-wide HR projects and programs, collaborating with HR leadership and SJHS operations to carry out development, research, management, deliverables, and follow-up activity.
- 11. Communicates Human Resources programs and processes to System Office staff to ensure understanding and compliance.
- 12. Develops, implements, and communicates tracking and measurement systems to assess human resources activity and effectiveness.
- 13. Oversees System Office HR operations to ensure processes and systems are in place for appropriate, timely, and customer-focused administration.
- 14. Oversees Office Services and Corporate Facilities to ensure appropriate services, customer care, and management of projects.

**Key Qualifications**

**Minimum Position Qualifications:**

**Education:** Bachelor's Degree in Business, Behavioral Sciences, Organizational Development or related discipline.

**Experience:** 10 or more years of progressively responsible human resources leadership experience in a large, complex, dynamic, and service-oriented organization.

**Training:** Training in legal compliance, coaching/consulting/customer service, selection skills, training delivery, and Labor and Employee Relations.

**License/Certification:** N/A

**For consideration: Fax resume to (714) 347-7540 or e-mail to: [SJHSHR@STJOE.ORG](mailto:SJHSHR@STJOE.ORG).**