

JOB OPENING (JOB CODE: TX021)

[JOB TITLE:] Human Resources Director-Texas [SALARY RANGE:] Negotiable

[CONTACT:] Human Resources Dept. 2701 S. Chase Avenue. Milwaukee, WI 53207

[LOCATION:] Donna, Texas

[STATUS:] Full Time [TERM:] Regular

[CLOSING DATE:] 11/22/20

[APPLICATION DEADLINE:] 11/22/20

[NUMBER OF OPENINGS:] 1

[JOB TYPE:] Internal/External

[SUMMARY:]

Under direction of the Head Start Deputy Vice-President is responsible for the planning, development and implementing all aspects of the Human Resources for Texas. In coordination with the vice-President of Human Resources all aspects of Human Resources will be directed based on Agency Policy and Procedures, State or Federal law requirements including Head Start Performance Standards and state licensing standards. Will ensure Human Resources programs, policies and initiatives aligned with short and long-term business plan and foster a culture for workforce that promotes employee involvement, engagement, and a passion for customer excellence.

[JOB DUTIES:]

1. Coordinate with Vice-President of Human Resources to ensure alignment and consistency within all human resources programs and initiatives.
2. Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
3. Provide guidance, coaching, and mentoring to management and supervisory staff.
4. Advertise internally and externally, as appropriate, all vacant positions for the service area and coordinate hiring and recruiting efforts.
5. Coordinate/perform interviews and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
6. Ensure all employee actions (new hires, terminations, transfers, reclassifications, etc.) include all required documentation and signatures.
7. Provide supervision over all personnel records and maintain all required documentation, such as application, licensures, benefits information, I-9 form, background checks, and performance evaluations.
8. Ensure legal compliance with all applicable local state and federal employment laws, including but not limited to Civil Rights Act, Equal Employment Opportunity (EEO), Department of Labor (DOL), FLSA, OSHA, IDEA, FMLA, ADA, Wage and Hour regulations and requirements and provide training as necessary to minimize agency risk/exposure.
9. Coordinate/ Conduct employee orientation, pre-employment post-offer criminal history checks, medical exams and TB tests as appropriate and provide HR related training.
10. Collaborate with peers and leadership throughout organization including Legal and Finance.
11. Maintains knowledge of trends, best practices, regulatory changes in human resources, talent management, and employment law.
12. Ensure and monitor that performance evaluations, credentials, physicals, TBs, and all other requirements are current, complete, signed if needed, and well documented for all center and

regional staff as mandated by the Head Start Performance Standards, and all other regulations and reports discrepancies to Deputy VP and VP of HR.

13. Provide timely monthly reports for service area to Deputy VP and VP of HR including hiring/termination reports for Policy Council approval.
14. In Coordination with Vice-President of Human Resources handles discipline and termination of employees in accordance with company policy.
15. Work closely with supervisors/managers when dealing with potential employment relations concerns in order to provide proper guidance and/or recommend discipline
16. Conduct employee investigations and oversee all escalated employee issues, and act as point of contact for external complaints.
17. Review and oversee unemployment and workers compensation claims
18. Drive positive employee relations to provide an optimal work environment for all employees.
19. Attends meetings, seminars, workshops and perform other duties as assigned and required for business success

[QUALIFICATIONS:]

1. Bachelor's degree in human resources or related field
2. Certification in human resources, preferred
3. 10 years of progressive human resources experience leading to a management position
4. Ability to communicate orally and in writing in a clear and straightforward manner
5. Expert knowledge of local, state and federal employment laws and procedures
6. Strong communication skills including public speaking
7. Bi-Lingual Spanish preferred
8. Must possess basic computer skills
9. Willing to travel and work irregular hours.
10. This position requires travel up to 10% of the time, both intrastate and interstate.
11. Must have a car, valid driver's license and adequate auto insurance.

CONDITION OF EMPLOYMENT:

Employment with UMOS is contingent upon successful completion of a criminal background check prior to commencing. All employees must complete a physical exam and TB test showing absence of Tuberculosis within 30 days of employment.

WORK ENVIRONMENT

The demands described here are representative of those that must be met by an employee to successfully perform the job functions. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential job functions.

Physical Demands: 1) employee is frequently required to stand, walk, sit, bend; 2) occasionally required to lift and/or move up to 40 lbs.; 3) occasionally required to drive; 4) frequently exposed to moderate temperature generally encountered in a controlled temperature environment; 5) noise level in this work is usually quiet to moderate.

Tools & Equipment Used: a) phones, computer system; b) fax machine, copy machine, computer c) first aid equipment, fire extinguisher. Usage varies by position.

[CLICK HERE TO APPLY FOR THIS JOB.](#)

Equal Opportunity Affirmative Action Employer

11/12/20