



Job Description

Job Title: Senior Human Resources Director

Status: Exempt

Department: Human Resources

Supervisor: CEO

FTE: 1.0

Salary Grade:111

Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and built skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice and supporting our entire community to reach its potential.

As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened. As such, we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency.

Job Summary: Reporting to the Chief Executive Officer (CEO), the Senior Director of Human Resources serves as a core member of the Solid Ground Senior Leadership Team. This position is responsible providing vision, leadership, planning, project coordination and management for all employee-related programs, policies, procedures, processes, and operations to support the agency's mission, vision, values, and goals. This position develops and implements personnel policies and procedures, and new initiatives, and maintains a current knowledge of industry trends and employment legislation to ensure the agency's legal compliance. The position also oversees all aspects of labor and employee relations, benefits, training, and leads organizational development efforts in a social justice environment. Solid Ground is in a unionized workplace with 4 active union contract including ATU, IAM and OPEIU.

Essential Responsibilities, Duties & Tasks:

Strategic Leadership

- Partner with the Solid Ground Senior Leadership Team to establish a strategic vision and guiding philosophy that leads the organization into the future through organizational design, culture, innovation, process improvement, and strong financial and program oversight.
- Serve as the agency's primary point of contact for high-level employee discrimination and harassment complaints, including government agency claims, labor grievances and employee performance and misconduct, including conducting investigations, and serving as agency's official respondent.
- Advise agency leadership on the correct, consistent, and equitable interpretation of labor contracts, employment laws and agency personnel policies and procedures.
- Provide leadership, oversight and direction to facilitate operations and the delivery of employee-related programs and services, while aligning the Human Resources function with agency's mission, vision, values, and goals.

Operations and Systems

- Responsible for the ongoing administration and operation of all areas of human resources management, including labor relations, recruitment, benefits administration, performance management, employee relations, compensation, training, and records and data management.
- In collaboration with the CEO and agency management, lead labor relations activities, including overseeing union contract negotiations, grievance resolution, contract, and labor management relations, working closely with management and Human Resources staff to respond in a timely and effective manner to resolve labor issues, employee-related issues and union concerns.
- Coordinate the annual review and selection of employee benefit plans, and work to ensure that benefit programs are cost effective as well as attentive to employee health and well-being.
- Design, develop and oversee the agency's recruitment, hiring and retention strategies.
- Develop, manage, and monitor staff performance and the overall performance management process.
- Develop and maintain a comprehensive staff development and training program, grounded in the needs of the agency as well as employee development.
- Oversee the collection and reporting of human resources-related information and data, including staff surveys.
- Provide employee-related organizational data to staff, the Executive Team and the Board of Directors and recommend organizational resolutions to issues of concern.

Finance and Budgets

- Plan, manage, and implement the annual budget for the Human Resource Department, ensuring the effective management of resources.
- Responsible for the agency's compensation and pay structure, based on the development and evaluation of all union and non-union job descriptions.

Staff Development

- Hire, train, supervise, support, mentor and evaluate Human Resources Department staff
- Provide coaching, mentoring, support and guidance to employees and management regarding personnel concerns.

Outreach/Advocacy

- Support equity and social justice process improvement to accomplish the agency's vision, mission, and values.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency.
- Strengthen partnerships between the public, affiliate organizations and/or business partners.
- Stay current with social justice trends and events to shape enticing programs for clients and staff.

Compliance

- In collaboration with agency management, develop and administer agency personnel policies and procedures, and ensure compliance with all city, state, and federal employment laws and regulations.
- Maintain current knowledge of, and the ability to interpret city, county, state, and federal employment laws and regulations to support agency policies

Other Duties

- Coordinate and provide staff support to Solid Ground Board Personnel Committee, providing regular updates to the Board of Directors regarding human resources issues, problems or concerns as appropriate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Education & Experience:

- Eight to 10 years of experience in Human Resources administration, including six years in a senior management position
- Associate's degree.
- Experience advising senior leadership regarding complex and confidential HR issues; ensuring compliance with labor contractual agreements by monitoring and implementing contractual agreements.
- Two years minimum negotiating collective bargaining agreements.
- Facilitation, negotiation, and conflict-resolution skills.
- Thorough knowledge of the principles, practices, and methods of human resource management as well as Federal, State, County and City employment and labor laws and regulations.
- Experience working with advisory and/or policy setting Boards and committees.
- Demonstrated experience in organizational development.

Preferred Qualifications:

- Certification as a Senior Human Resource Professional
- Non-profit and/or Government experienced preferred

Minimum Qualifications:

- Excellent communication skills, both oral and written
- Ability to lead negotiations and manage collective bargaining agreements
- Ability to maintain confidentiality of staff and client information
- Self-motivated with an ability to problem solve
- Ability to analyze problems and develop creative solutions to complex human resource issues
- Proficient knowledge of computer software (Microsoft Word, Outlook and Excel)
- Knowledge of computerized information systems used in human resources applications
- Willingness and ability to work with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientations, and of all ages
- Ability and willingness to work outside of normal business hours to attend meetings, make presentations, etc.
- Access to reliable transportation, valid driver's license, vehicle insurance that meets Washington State's minimum guidelines and the ability and willingness to travel throughout King County

Physical Demands/Working Conditions: This position works in an office setting, performing computer work 50% of the time, 25% of the time working on projects, reports, budgets, contracts, and 25% attending meetings. Position requires employee to lift/carry up to 20 pounds rarely, 5-10 pounds occasionally and push/pull 1-5 pounds frequently. Position has the ability to sit/stand as needed. Stairs not required.

Hours & Compensations:

This is a full-time exempt position. Salary range \$129,322- \$193,982.00, plus benefits. Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k)

savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts.

Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status.