**Director of Human Resources**

Thrive Upstate is the largest and oldest provider of services to people with special needs and disabilities in Greenville County, aged birth through end of life. A wide variety of services and supports are provided at low or no cost to families and individuals. Thrive Upstate serves 2,200 individuals annually and has approximately 500 employees at more than 40 sites throughout the community.

**Position Summary**

The Director of Human Resources is responsible for the development and execution of a strategic human resources plan designed to provide and retain the best talent available to provide quality care to the individuals we support and to position the organization as an Employer of Choice.

Responsible for leading a HR team and serving as the primary executor of goals and objectives. Areas of both strategic and transactional responsibility include; recruiting, on-boarding, HRIS, compensation, benefits, employee relations, change management, staffing and talent management, employment law and compliance including (ADA, FMLA, AAP, EEO, Title VII, etc.) performance management, policies and procedures, safety, workers’ compensation, leave management, and organizational development.

**Position Responsibilities**

* Works effectively with Board of Directors and all members of the Leadership Team to generate positive impact on all projects, initiatives and tasks and to accomplish long and short term goals embedded in the Thrive Upstate strategic plan
* Support management by providing human resources advice, counsel, and decisions
* Partners with functional leaders to diagnose and implement solutions to improve employee satisfaction, engagement and retention, including the development and tracking of detailed turnover analysis and exit interview data.
* Assists leaders with their own development, employee development, team building, and process improvement.
* Develop human resources operations by estimating and forecasting requirements and trends; measure and analyze results and implementing strategic action plans
* Oversees the development of progressive and proactive compensation and benefits programs to provide motivation, incentives and rewards for effective performance and to provide programs which utilize an employee and company partnership for the short and long-range health and welfare protection of the employees.
* Oversee administration and compliance of benefit plans and direct open enrollment activities; serve as point of contact for Leadership Team for coordination of the benefits program and vendors, and provide counsel and input into the decision-making process
* Oversee performance appraisal process ensuring it aligns with agency’s mission, vision and values and provide supervisor training as needed
* Oversee selection, implementation and training on new HRIS
* Constantly assesses and improves our hiring systems and procedures, including implementation of competency based selection tools, to ensure recruitment and selection processes are efficient and effective
* Develops world-class on-boarding, engagement and staff development programs to ensure retention of talent and alignment with values of organization and compliance with all state and federal laws
* Maintain personnel policies, employee handbook and job descriptions; ensure compliance with federal, state, and local legal requirements and advise management on needed actions
* Manage and direct workers’ compensation claims activity including interfacing with carriers and broker liaison and analyze quarterly claims reviews
* Collaborate with and counsel management on employee relations and grievances minimizing agency’s liability and exposure to potential adverse actions; ensure separation documentation compliance and cost efficiency with unemployment claims
* Provide mandated and ongoing staff trainings such as supervisor training, sexual harassment and HIPAA in collaboration with the Training Director as required
* Supervise and direct activities of the Human Resources team and enhance department and organization reputation by building HR value awareness and acting as a strategic resource for the agency.
* Supervise the Human Resources department staff.
* Build and inspire effective teamwork across all divisions of the agency using an inclusive, open and approachable leadership style
* Continuously improves on the effectiveness and efficiency of core HR operations.
* Participates in meetings of the leadership team, the Board of Directors and other board committees as requested.

**Essential Skills and Experience**

* Bachelors degree in a Human Resources, business or related field
* Minimum 7 years previous experience, with at least 2 years in a supervisory role
* Experience managing and developing direct reports
* Experience in employment law, benefits, payroll, talent management, employee relations, learning and development
* Experience working with and managing Affirmative Action Plans and applicant tracking
* Knowledge of all pertinent federal and state regulations, and compliance requirements
* The ability to handle multiple projects simultaneously and creatively with excellent follow through
* Possess a high degree of personal accountability, responsibility and independent decision making abilities with the skills to plan, organize, develop, implement and interpret programs, goals, objectives, policies and procedures of the organization.
* Excellent communication and organization skills.

**Beneficial Skills and Experience**

* Master’s degree
* SPHR or PHR Certification
* SHRM-SCP or SHRM-CP Certification
* Experience in the non-profit sector or working with disabled individuals
* Experience with quasi state organizations