



## **Job Description**

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Director of Human Resources  
**Department:** Human Resources  
**Reports to:** Executive Director and Associate Executive Director  
**Hours:** Full-time

### **Position Summary:**

The Director of Human Resources is a key organizational leader overseeing human resources practices and objectives that foster an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and goal attainment. This includes strategic leadership relating to compliance with federal, state and local requirements, annual performance management practices, annual compensation and benefits review, employee relations, recruitment and retention, reward and recognition, risk management and safety, and employee development and training. This position also directs the payroll function for the agency, providing review and oversight to ensure payroll is run accurately, timely and in compliance with all federal, state and local requirements.

### **Responsibilities:**

- Develop and implement a vision for an HR department that supports the organization's mission, culture, and goals.
- Provide counsel on HR matters to the executive team on a wide range of issues, including employee relations, corrective action plans, performance management protocol and tools, recruitment and retention, compensation, and organizational staffing and structure.
- Work with senior management to determine staffing needs.
- Provide assistance and guidance to staff to ensure an efficient and successful recruiting process.
- Oversee/conduct new hire orientations and employee departure process.
- Propose, develop, and implement policies related to employment, benefits, and work processes.
- Ensure compliance with federal and state regulations and maintain Employee Manual and Managers & Supervisors Handbook.
- Manage all employee relations issues, including union grievance proceedings, discrimination and unfair practice proceedings

- Develop events/systems/processes to enhance staff communication and interaction.
- Contribute to promoting a positive and productive work environment that values diversity and inclusion, including establishing positive and effective working relationships with staff and provide counsel to staff regarding work-related issues.
- Oversee training and development of Union Settlement's targeted training initiatives, including assessment of staff development needs and provision of training opportunities.
- Maintain current job descriptions for all staff positions.
- Develop and manage the annual budget for the Human Resources department.
- Support annual audit process on matters related to the HR department.
- Establishes practices, procedures and controls necessary to ensure the efficient operation of the payroll function and to ensure payroll is processed accurately and on time, reconciled and compliant with federal, state and local laws and regulations
- Oversee and direct the processes of the complete payroll cycle to ensure deadlines are met with completeness and accuracy.
- Review payroll register to ensure all entries have been captured and represented on the payroll accurately.
- Plan and train for development of payroll staff members, including providing direction and instruction for payroll processes and concepts.
- Work directly with the CFO to ensure the timely reporting of all applicable payroll information to the finance department.
- Keep current on HR practices and concepts and maintain an effective network of HR professionals.
- Maintain technical knowledge by attending educational workshops, studying professional publications, and participating in payroll related organizations.
- Additional duties as assigned by Executive Director and Associate Executive Director.

**Qualifications:**

- Master's in Human Resources, Business or a related field with a minimum eight years of progressive HR experience, or Bachelor's in Human Resources, Business or a related field with a minimum ten years of progressive HR experience. PHR, SPHR, SHRM-SCP, SHRM-CP or CEBS preferred.
- Experience with HR related technology implementations (ADP experience a plus)
- Experience providing training and presentations to all levels of staff and management.
- Comprehensive knowledge of all human resources and payroll functions and strategies, including employee and labor relations, compensation, benefits, talent development, strategic planning and compliance.
- Ability to develop strategies for assessing, attracting and retaining talented personnel.
- Ability to maintain strict confidentiality and utilize a high level of tact, diplomacy, and empathy in an environment committed to diversity.
- A track record of positive results in prior positions, including an ability to demonstrate how the candidate's programs and policies have contributed to the growth and/or enhancement of other organizations.
- Excellent oral and written communication skills
- Demonstrated ability to perform multiple tasks effectively in a challenging and fast-paced environment.
- Unquestioned personal and professional integrity
- Strong analytic problem-solving abilities.

- Dedicated work ethic, including a desire to be a hands-on team member.
- An appreciation for the needs of the East Harlem community and the importance of the social service work performed by Union Settlement.

**To Apply:**

Please send cover letter, resume, salary requirements, and contact information for at least three professional references to: [jobs@unionsettlement.org](mailto:jobs@unionsettlement.org)

Please indicate Director of Human Resources in subject of e-mail. Submissions without salary requirements will not be considered.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**