

# UNION SETTLEMENT

## EMPLOYMENT ANNOUNCEMENT

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 directs Union Settlement's human resource functions, including ensuring the development and implementation of human resources strategies, programs and processes. In particular, the Director of Human Resources will oversee employee recruitment, hiring, training and evaluation, and also is responsible for handling employee compensation and benefit issues, updating the agency's personnel policies and procedures, and assisting in the handling of employee relations, disciplinary procedures and warnings, and other personnel matters. The Director Human Resources will also manage two direct reports.

### **Responsibilities:**

- Collaborate with and advise managers and supervisors regarding human resources and personnel issues including departmental organization and structure, and disciplinary warnings.
- Direct administration of all employee benefits (health, dental, 403(b) defined contribution plan, short and long-term disability, life insurance, AFLAC, EAP), including enrollment, plan inquiries, seminar planning, training, and analysis of current agency benefits.
- Direct agency recruiting efforts including developing job descriptions, employment announcements, and resume screening. Assist hiring managers with interviewing and reference checking as needed.
- Direct on-boarding of new employees, including providing offer letters, finalizing new hire documents, and benefits orientations.
- Manage employee leaves of absence including FMLA, disability, and worker's compensation, as well as standardize agency policies and procedures in regards to leaves of absence.
- Manage employee evaluation process, including periodic review of performance evaluation forms and procedures. Provide periodic training to supervisors on conducting performance evaluations as needed.
- Research, develop, and manage personnel policies and procedures, as well as interpret and advise management and employees on implementation of agency policies and procedures.
- Manage all employee-related discrimination and unfair practice proceedings, as well as manage information requests for employee-related legal proceedings in conjunction with outside counsel.

- Manage all employee grievance proceedings, including grievance proceedings initiated by DC 1707, Local 205 and Local 95 union employees.
- Develop and coordinate payroll functions and policies in collaboration with payroll department.
- Manage employee separations, terminations, severance compensation, and exit interviews.
- Develop and maintain Human Resources filing system, including confidential employee personnel files.
- Manage agency-wide employee training initiatives.
- Manage agency-wide employee recognition efforts and events.
- Remain updated on human resources trends, and recommend improvements to agency employment policies and procedures consistent with "best practices".
- Participate in strategic decision making regarding the organization's future needs and growth, and recommend necessary changes to organizational structures and personnel functions to accommodate such growth
- Additional duties as assigned by Executive Director and Associate Executive Director.

**Qualifications:**

- Bachelor's Degree in related field and at minimum seven (7) years of experience in human resources. PHR/SPHR a plus.
- Comprehensive knowledge of all human resources functions and strategies, including employee and labor relations, compensation, benefits, organizational effectiveness and talent management.
- Unquestioned personal and professional integrity.
- 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.
- Strong analytic problem-solving abilities.
- Dedicated work ethic, including a desire to be a hands-on team member.
- Superior organizational and writing skills.
- Excellent interpersonal skills.
- Excellent computer and time management skills.
- 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, writing sample, 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**