

JOB TITLE: VP, Human Resources	FLSA STATUS: Exempt
EFFECTIVE DATE: May, 2019	REPORTS TO: CEO

POSITION SUMMARY: Responsible for providing strategic leadership in planning, organizing, directing, implementing and evaluating the Human Resources functions for Union Rescue Mission. To leverage staff potential, the VP Human Resources will engage in job skills training and development; diversity training and development; talent acquisition, engagement and retention; employee relations; leadership and workforce development; review and, as needed, creation of employment policies and procedures; analysis of industry trends in compensation, benefits and systems management. Must also be current in California and Federal employment laws and compliance practices.

ESSENTIAL FUNCTIONS:

- Member of the Senior Leadership Team. Participates in developing and implementing key strategies for accelerating the achievement of organizational goals including, a productive and team-oriented workforce.
- Promote Christian workplace virtues described in Ephesians 6:5-9; Colossians 3:23-24; Psalms 90:17 and Proverbs 16:3 influencing both staff and management to work in one accord for Christ and His kingdom.
- Leads by example in promoting a biblical model that is representative of URM's Christian cultural values: having a humble heart attitude; having a common sense about people treating them with kindness and truth; and zealous in achieving work objectives without any personal agendas.
- Provides a welcoming, approachable and confidential environment where all staff members feel safe in sharing their perspectives, opinions and conflict issues.
- Guides, counsels and fairly arbitrates conflict resolution processes between employee and employee or employee and manager resulting in sound and positive resolutions.
- Provides strategic guidance and day-to-day leadership for all human resources functions.
- Ensures training efforts support the organization's objective of building a healthy, high-performance culture while developing important employee competencies.
- Counsels management on the short and long-term human resource implications of alternative business actions; provides appropriate guidance on employees/supervisors relative to employee performance and relations issues.
- Keeps abreast of HR trends and best-practices; assists with the implementation of company initiatives and customization of HR best-practices.
- Ensures that the organization complies with State, Federal, EEO, ADA, OSHA, and other legal requirements.
- Supports the ongoing development of a Total Compensation Program that is internally and externally equitable and enables the organization to recruit, motivate and retain outstanding performers while controlling labor costs.
- Guides the development/implementation of a performance development program, which links organizational goals, clarifies accountabilities and rewards outstanding contributions.
- Ensures Employee Benefit Plans are in line with management philosophy, address employee needs and meet regulatory and budget constraints.
- Other duties as assigned.

SUPERVISORY DUTIES:

- This position manages all employees of the department and is responsible for the performance management and hiring of the employees within that department.

EXPERIENCE, EDUCATION AND LICENSURES:

- Bachelor's degree in human resources or closely related field is required. Master's degree is a plus.
- Human Resource national certification PHR and/or SHRM-CP required. SPHR and/or SHRM-SCP preferred.
- 10+ years progressively responsible experience leading the human resources function.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to think strategically in business as it integrates with Human Resources. Analyze data and provide sound recommendations and innovative solutions.
- Proven negotiation, conflict resolution and stakeholder management skills using Biblical principles.
- Strong talent acquisition and management skills.
- Strong customer and results orientation.
- Demonstrated ability to work across diverse cultures at all levels of an organization including external business partners.
- Excellent customer focus, good listening skills and tolerance for ambiguity.
- Strong aptitude to communicate clearly and effectively.
- Ability to facilitate progressive change as needed and directed/approved by supervisor.

PHYSICAL DEMANDS: In general, the following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to allow differently-abled individuals to perform the essential functions of the job.

- Manual dexterity required for occasional reaching and lifting of small objects, and operating office equipment.
- Travel as required to meet accountabilities.

WORK ENVIRONMENT: In general, the following conditions of the work environment are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow differently-abled individuals to perform the essential functions of the job within the environment.

- The office is clean, orderly, properly lighted and ventilated.
- Noise levels are considered low to moderate.

Employee (print) _____

Employee (signature) _____ Date: _____

Supervisor or HR: _____ Date: _____