



**HEAD START OF YAMHILL COUNTY**  
**1006 NE 3<sup>RD</sup> STREET (SUITE A), MCMINNVILLE, OR 97128**  
**POSITION DESCRIPTION**

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| <b>Revision Date:</b><br>October 2020  | <b>Position Number:</b><br>HSYC-17-08-HR                 | <b>FLSA Status:</b><br>Exempt |
| <b>Position Title:</b><br>Human Resources Manager                              | <b>Pay / Category:</b><br>40 hrs per week, full benefits |                               |
| <b>Reports to [Job Title &amp; Division/Department]:</b><br>Executive Director | <b>Positions Supervised:</b><br>None                     |                               |

**GENERAL DESCRIPTION:**

Responsible for: Functioning of the human resources department & systems, including confidential personnel files, benefits administration, and policy training. Works closely with finance, payroll, and other content coordinators to ensure a successful and well-supported work force.

**JOB DUTIES:**

1. Responsibilities mainly fall within the following essential functions, although there will be other tasks and/or duties as assigned. The HR Specialist will demonstrate competency to perform essential functions that include:
  - Oversee all aspects of the hiring, leave, and termination/ resignation processes.
  - Manage the recruitment, selection, hiring, and orientation processes for new employees.
  - Oversee benefits & open enrollment process.
  - Work closely with payroll department, especially in the area of the new hire processing, benefits administration, and monthly payroll processing.
  - Support staff in FMLA/ OMLA processes, ensuring adherence to program and state/ federal policies, procedures, and regulations.
  - Manage workers compensation and unemployment reports and claims.
  - Respond to staff inquiries and provide information/guidance relating to personnel matters, policy interpretation and benefits questions.
  - Manage and maintain integrity of HRIS data systems.
  - Maintain accurate and organized filing and records systems, including up-to-date personnel and medical record files on current and former employees.
  - Provide exit interview and oversees all aspects of employee separations.
  - Coordinate and support supervisors with annual staff performance appraisals and professional development plans.
  - Coordinate and assist supervisors with employee corrective action plans and separations, ensuring adherence to program and state/ federal policies, procedures, and regulations.
  - Submit personnel and wage recommendations, as appropriate.

- Develop and update job descriptions, employee handbook, and other agency materials in coordination with Leadership Team.
  - Conduct research, gather and compile data, and complete various surveys and reports as required.
2. Advocates for Head Start by:
- Fostering an understanding of Head Start and HSYC, its mission, vision, goals, and objectives.
  - Representing the program to outside organizations.
  - Regularly communicating with employment and HR departments, colleges, universities, etc. for potential staff recruitments.
3. Contributes to team effort by:
- Being a participant on the HSYC Leadership Team.
  - Demonstrating leadership ability in the areas of planning, organizing, and communicating.
  - Collaborating with the Leadership Team to develop coordinating work plan training sessions for pre-service and in-service training as needed throughout the year.
  - Participate in the decision making and implementation of program goals and objectives.
  - Assisting in the development of training objectives and activities for staff and parents.
  - Completing reports and documents as required.
  - Working cooperatively with Head Start staff, parents, and community members/ agencies to complete activities in accordance with the work plans and Federal Performance Standards.
  - Interacting with members of the Board of Directors and the Policy Council upon request of the Executive Director. Attend meetings as requested by the Executive Director
  - Completing and submitting monthly reports.
  - Attending all required meetings, trainings, seminars, etc.
  - Assisting the Executive Director in planning for appropriate facilities and space.
  - Meeting with Supervisors as required (minimum monthly on a regular basis).
  - Establishing open and positive communication and interaction with all staff.
  - Participating with the Leadership Team in program planning, establishing policies and procedures, budget preparation, grant development, and assistance with preparation of annual federal and state grants.
  - Participating in the development of collaborations and facility development for future expansion of families and/or services.
  - Participating in the coordination of the annual Program Self- Assessment and follow-up planning for improvement.
  - Openly receiving feedback from members of the Leadership Team and implement plans of action to comply with Head Start Performance Standards and HSYC policies.
4. Maintains professional and technical knowledge and practices by:
- Attending educational workshops, establishing personal networks, attending designated training workshops or seminars, participating in training as part of the HSYC team.
  - Implementing and employing the NAEYC Code of Ethics and Agency-specific ethics and policies.
  - Keeping current on local, state, and federal regulations and accepted best practices

applicable to employment and Human Resources.

5. Maintains confidence and protects agency operations by:
  - Keeping information confidential.

**OTHER RESPONSIBILITIES:**

1. Act as a mentor to volunteers and parents to support their professional growth.

**MINIMUM EDUCATION AND/OR EXPERIENCE:**

BA/S and two years' experience in a Human Resources Generalist role.

**MINIMUM QUALIFICATIONS:**

1. Bilingual/ Bi-literate English/Spanish, preferred.
2. Experience working with staff with diverse backgrounds.
3. Ability to determine and prioritize demanding workload while being flexible to emergent/unplanned needs and situations.
4. Ability to handle highly stressful and sensitive situations in a professional manner.
5. Ability to interpret and implement complex policies and regulations.
6. Ability to work independently and maintain professional boundaries and confidentiality.
7. Ability to exercise tact and discretion in all interactions.
8. Strong organization and time management skills, ability to meet tight deadlines.
9. Demonstrate an understanding of ethical practices as listed in the NAEYC Code of Ethics.
10. Must be free of child care-restrictible disease, as defined in OAR 333-019-0010, symptoms of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity that poses a threat to the health or safety of children.
11. Intermediate to advanced computer skills, including internet and e-mail.
12. Demonstrate the ability to use positive guidance techniques (PBIS) with children, families, and co-workers.

**COMMUNICATION SKILLS:**

1. Able to effectively communicate positively, respectfully, sensitively and confidentially with co-workers.
2. Ability to read, speak, and write with proficiency in English language.

3. Ability to use various types of equipment to communicate; email, fax, telephone conversations and face-to-face meetings.
4. Represent the organization to the public in a professional manner.
5. Must be able to communicate with peers and the Leadership team to relay important information quickly and effectively.
6. Ability to participate in effective conflict resolution practices.

**CERTIFICATE, LICENSES, REGISTRATIONS:**

1. Registration and approval to work in a child care facility and continued enrollment with the Criminal History Registry of the Oregon Child Care Division, consisting of a Federal fingerprint background check, state background check, child abuse/neglect check and sex offender check.
2. Pre-employment physical and throughout employment.
3. Self-Health Appraisals throughout employment.
4. Complete the Head Start 101 and Human Resources training.
5. Obtain the Introduction to Child Care Health and Safety Certificate within 30 days of hire.
6. Obtain the Recognizing and Reporting Child Abuse and Neglect Certification within 90 days of hire.
7. Reliable transportation

**Note: Applicant must be enrolled in the Criminal History Registry and is subject to fingerprinting and criminal records checks as required by ORS 181.537, and child protective services records checks.**

**PHYSICAL DEMANDS:**

The physical demands described here 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 enable individuals with disabilities to perform the essential functions.

1. Ability to: lift up to 50 pounds with assistance.
2. Ability to sit for long periods of time.

**MENTAL DEMANDS:**

1. Mental alertness, able to handle stress and be flexible.

2. Ability to anticipate possible crisis situations and deal with them effectively.
3. Ability to use good judgment with at-risk client populations.

**WORK ENVIRONMENT:**

The work environment characteristics described here 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 enable individuals with disabilities to perform the essential functions. The work environment characteristics include:

1. Exposure to indoor environments and outside weather conditions.
2. Driving in all conditions (as safe).
3. Work within a team environment.

**CONFIDENTIALITY:**

This position respects the confidentiality of information about Head Start enrolled children and families, agency staff, personnel issues and other program operations.

**I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

*The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.*