

POSITION:	Director of Human Resources
REPORTS TO:	CEO & President
DEPARTMENT:	Administration

JOB DESCRIPTION

The Director of Human Resources is responsible for the strategy, support, and execution of human resource initiatives within Visit Sacramento. This position is critical to Visit Sacramento, the Director of Human Resources impacts the long-term viability of the organization by recruiting, engaging, and retaining employees, administering compensation and benefit programs, developing, and delivering training, monitoring safety programs, while ensuring compliance to protect the organization, impact the employee experience and achieve the long-term goals.

RESPONSIBILITIES

Compliance/Employee Relations

- Monitors and implements applicable human resource local, state, and federal requirements, maintains, and completes government reporting, as required for a 501C6 organization.
- Recommends, develops, implements, and ensures adherence to HR policies and procedures.
- Partners with and advises managers regarding reasonable accommodations, as requested.
- Administers leave management in compliance with Federal and State statutes and company policy including, FMLA, sick leave, ADA, etc.
- Designs and implements compliance training programs, including, Anti-Harassment, OSHA, Diversity/Inclusion, etc.
- Oversees risk management and monitors Workers Compensation claims.
- Advises managers on coaching, discipline, and documentation to mitigate exposure.
- Handles employee relations counseling, outplacement counseling, and performs exit interviews.
- Investigates and partners with managers to resolve employee concerns and issues in the workplace.
- Participates in and represents organization in unemployment hearings.
- Conducts employee opinion surveys and assists leadership in developing action plans based on results.

Recruiting and Retention

- Partners with managers to review, create, and update job descriptions, as needed.
- Develops recruiting, interviewing, and selection processes; trains and implements in the organization.
- Leads recruiting efforts for all open positions. Posts and manages recruitment advertising, reviews resumes, participates in interviews, conducts reference checks, develops offer letters, and interacts with candidates regarding onboarding.
- Creates, implements, and manages an engaging New Hire Orientation and onboarding process that represents the culture of the organization, and ensures new hires and managers are supported and successful.

Compensation and Benefits

- Evaluates and establishes, staffing models, job grades, and compensation ranges.
- Accesses payroll information for employee information and compensation reporting.

- Oversees benefit administration for health and welfare plans to include open enrollment period, renewal process, claims review, invoice reconciliation, and ongoing maintenance.
- Designs and implements wellness strategies to impact insurance costs while promoting a health-conscious culture.
- Develops, trains, and administers a performance review process,
- Designs, implements, and monitors reward and recognition and incentive programs which promote culture and reward achievement of results.

Training and Development

- Partners with leadership to design and implement training and development programs for management and employees to include skill based, leadership, and culture awareness.

Team

- Acts as an HR strategic business partner to provide value-added service to management and employees while ensuring continuous alignment to the business objectives of the organization.
- Creates and maintains an open-door policy with team members as evidenced by surveys and turnover.
- Participates in budget development on an annual basis.
- Fosters vendor, broker, and other third-party relationships; analyzes product/service and recommends alternate sources.

SKILLS/QUALIFICATIONS:

- Strong desire to serve the internal and external customer.
- Excellent verbal communication and listening skills.
- Energetic and flexible.
- Manages multiple projects and timelines with a sense of urgency and follow through.
- Works well in a fast-paced pressure-oriented environment.
- Highly organized and detail oriented.
- Follow direction with focused attention.
- Exhibits sound judgment.
- Maintains a calm, tactful demeanor when dealing with difficult situations.
- Forms strong working relationships within team.
- Identifies additional tasks to be completed and willingly assists others.
- Ongoing learner; exhibits insatiable curiosity and an interest in self-improvement.
- Strong computer skills, required.
- BA/BS degree in business, HR, or related field, required. Required.
- Six (6) + years of experience as an HR professional in a non-profit or government agency.
- PHR certification, required.
- Working knowledge of federal, state, and local existing and proposed laws/regulations affecting HR Management.
- Skilled in the utilization of HRIS and payroll systems.

Physical Requirements

- NP Not Present
- O Occasional (Up to 25% of time)
- F Frequent (26%-74% of time)
- C Constant (75% or more of time)

Check All That Apply

References

Requirements	NP	O	F	C	References
Standing/Walking: Remaining on one's feet in an upright position at a workstation or moving about in a work area.			x		
Sitting: Remaining in a normal seated position.			x		
Carrying: Moving an object usually by holding it in hands or arms, or on shoulders.			x		
Lifting: Raising an object from one level to another with hands or arms and/or shoulders, back and legs		x			
Pushing/Pulling: Exerting force upon an object so that object moves away from/towards the force.		x			
Travel: Requires traveling outside geographic area.		x			
Stooping; Bending body downward and forward by bending spine at waist.		x			
Bending: Bending knees to come to rest on knees or knee.		x			
Reaching; Extending hands or arms in any direction.			x		
Handling; Seizing, holding, grasping, turning, or otherwise performing precision work with hands.				x	
Twisting; Continual intermittent twisting of the spine.			x		
Talking; Expressing or exchanging ideas by means of the spoken work.				x	
Hearing; Receiving detailed information through oral communication.				x	
Vision; Clarity of vision at near or far distances.				x	
Computer usage or other special equipment operated.				x	

Work Environment

Visit Sacramento currently offers a hybrid worksite/remote model for all employees, following a general training period.

Applications

To apply, please send a brief letter of interest and your current resume to careers@visitsacramento.com.

VISIT SACRAMENTO IS AN EQUAL OPPORTUNITY EMPLOYER