



## **POSITION DESCRIPTION**

**Human Resource Director**  
**Full Time Hartford, CT 06103**

Now Hiring ! HR Director

Location: Hartford

Schedule: Monday – Friday 8:30 am – 5:00 pm

### **What's in it for You:**

- Compensation: Based on experience
- 401(k), Insurance and benefits packages including Medical, Dental, and Vision
- Company paid time off and holidays offered.

### **Who we are:**

CWP is a non-profit organization that helps individuals overcome barriers and sharpen skills needed to succeed in future employment. We assist with a wide range of programs for both youth and adults to develop sustainable career paths as they enter the workforce. We champion 7 core values that drive our operation to success: Support, Creativity, Diversity, Positivity, Collaboration, Transparency and Trust.

### **JOB SUMMARY:**

In concert with organizational core values, the Human Resources Director directs, plans, and coordinates a variety of Human Resources functions, including but not limited to federal and state compliance, employee relations, employee suggestion box, unemployment, recruiting/staffing, performance management, wellness, diversity, equity & inclusion (DEI), compensation management, staff training, and benefits administration. Works closely with President/CEO, Senior Management, and Supervisors to implement Human Resources processes with consistent procedural approach. Recommends and creates new policies and procedures as warranted. Coaches Supervisors on performance improvement, conflict resolution, and policy interpretation. Collaborates externally with third party administrators, employment attorney, and benefits broker.

### **KEY JOB TASKS:**

#### **Job Specific Duties and Responsibilities:**

#### **Human Resources**

- Manage all Human Resources processes with consistent procedural approach; develop, recommend, and implement new and revised policies/procedures in alignment with core values.
- Coordinate recruitment and screening of applicants; assemble group interview teams and provide structure for interview process; check references; complete background checks for new employees; recommend candidate selection and starting compensation to Hiring Manager and Senior Management; extend employment offers.
- Facilitate new hire orientation and onboard new hires; schedule and organize bimonthly group Onboarding session as warranted by hiring activity.
- Create and manage learning and development programs and initiatives that provide internal development opportunities for employees. Work with leadership to create a professional

development plan for CWP.

- Ensure timely compliance and implementation of state and federal HR related regulations.
- Handle grievances, discrimination charges, resignations, and other critical personnel matters.
- Process terminations, employee exit paperwork, and conduct exit interviews.
- Lead quarterly performance check-in, annual performance appraisal process, and performance goal setting; review and maintain completed performance check-ins and reviews.
- Support Supervisors in documenting and resolving challenging performance management situations; collaborate with employment attorney, as necessary.
- Mediate employment related disputes internally (and externally, if needed).
- Counsel employees on performance, benefits, wellness, compensation, and other HR issues as needed; respond to staff emails/questions in timely fashion.
- Maintain personnel files in accordance with applicable state and federal employment law.
- Update official CWP Employee Handbook on periodic basis as needed.
- Provide guidance to Supervisors on organizational HR policy interpretation and implementation.
- Lead Diversity, Equity & Inclusion (DEI) initiative, participate in DEI Staff Committee, develop DEI policy and implementation framework, support Board Ad Hoc DEI Committee.

### **Compensation & Payroll**

- Oversee wage and salary program including annual salary review, job descriptions, internal job grade structure; update job descriptions and job grade salary ranges (in accordance with SSA annual COLA).
- Conduct periodic market salary comparisons.
- Respond to data requests for local and national salary surveys.
- Advise Supervisors on compensation-related decisions to ensure competitiveness and internal equity.
- Produce payroll reports as requested by benefits broker, retirement administrator, and/or Senior Management.

### **Benefits**

- Manage administration of group insurance and retirement programs to ensure uniform application and interpretation of policy and procedure.
- Manage annual benefits enrollment (online enrollment and enrollment sessions) as well as new hire enrollments.
- Coordinate all new enrollees, changes, and termination of benefits.
- Verify monthly benefit plan invoices and submit to Finance for payment.
- Respond to state unemployment information requests.
- Annually evaluate unemployment funding arrangement.
- Manage CTPFML, STD, & FMLA claims and laws around this.
- Coordinate periodic retirement plan/401(k) group and individual meetings.

### **Other**

- Review tuition reimbursement and professional development requests; submit to Supervisor for approval.
- Track employee certifications and training in Paylocity.
- Conduct presentations at Staff Meetings as statutory regulations change and/or develop.
- Maintain staff Flexible Working Arrangement (FWA) requests.
- Coordinate or assist with special projects and perform other duties as assigned.

**EXPERIENCE & EDUCATION:**

- Bachelor's degree required with a minimum of 10 years professional work experience in Human Resources; Master's degree preferred. SHRM certified preferred.
- Demonstrated ability to make sound decisions and serve as HR advisor to Senior Management and Supervisors.
- Experience in payroll systems (Paylocity) preferred.
- Proficient in Outlook, Word, Excel & PowerPoint.

**SUPERVISION/MANAGEMENT RESPONSIBILITY: N/A**

Remote Work: Eligible

Flex Time: Eligible

Compressed Schedule: Eligible

Capital Workforce Partners participates in the federal government's E-Verify program, which confirms employment authorization of all newly hired employees and most existing employees through an electronic database maintained by the Social Security Administration and Department of Homeland Security. For all new hires, the E-Verify process is completed in conjunction with the Form I-9 Employment Eligibility Verification on or before the first day of work. E-Verify is not used as a tool to pre-screen candidates. For up-to-date information on E-Verify, go to [www.uscis.gov](http://www.uscis.gov) and click on 'E-Verify' located near the bottom of the page.

To apply: Please send your resumes and cover letter to [dsmith@capitalworkforce.org](mailto:dsmith@capitalworkforce.org) and include **Human Resources Director** in the subject line.