

 HOUSTON HOUSING AUTHORITY POSITION DESCRIPTION	
Position Title:	Director of Human Resources, Training and Development
Department:	Human Resources, Training and Development
Supervisor:	Senior Vice President of Administration
<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Revision (see below)	
Change of title	Previous Revision Date: _____ Other (Please Specify)
Revised qualifications	<input type="checkbox"/> Revised duties
Expanded qualifications	Expanded duties
Effective Date:	November 13, 2023
Approved:	Senior Vice President of Administration
Approved:	Director of Human Resources, Training and Development

Position Summary:

The Director of Human Resources, Training and Development (“Director HRTD”) is primarily responsible for all aspects of the Human Resources, Training and Development functions, providing strategic leadership in response to Human Resources needs throughout the organization. The HRTD will report to the Sr. Vice President of Administration and will work in collaboration with executives and senior leadership, creating effective policies, procedures, and systems that will support staff in all areas of the organization. The HRTD will play a critical role in supporting the organization to deliver on our mission, vision, and values.

Principal Duties and Responsibilities:

- Partner with the senior leadership team to define and execute the organization’s human resources and talent strategy with particular emphasis on ensuring that such plans and programs support and enhance the overall company objectives.
- In partnership with HHA’s external vendor, analyze trends in compensation and benefits and propose competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Manage, motivate and support the HR team while leading with empathy and understanding
- Responsible for overseeing and conducting employee disciplinary meetings, terminations, and investigations.
- Manage the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles
- Collaborate with departmental managers to understand skills and competencies required for staffing needs.

- Serve as the benefits administrator for all benefit plans.
- Responsible for the oversight and delivery of human resource programs including, but not limited to, compensation, benefits, leave, disciplinary matters, grievances and investigations, payroll, performance and talent management, productivity, staff recognition and morale, training and development, and leveraging technology to support efficient and effective management of Human Resources information and data.
- Ensure that compliance with federal, state, and local employment laws and regulations is maintained.
- Review existing employee policies and develop new policies and practices, as required.
- Maintain knowledge of trends, best practices, regulatory changes, and new technology in human resources, talent management, and employment law.
- Ensure that incidents/accidents, Worker's Compensation claims and annual OSHA reporting is accurately and timely administered.
- Develop and track Human Resources staff performance and develops adequate performance measures and standards.
- Manage staff's wellness and ensure successful execution of the organization's Strategic Organizational Well-Being Plan.
- Develop training curriculum and programs for maximum utilization of the organization's workforce.
- Participate in special task force committees to identify supervisory and management issues and provide a recommendation on action to address the noted issues.
- Act as a consultant to management to alleviate morale challenges and to promote general goodwill and a positive culture.
- Establish systematic procedures and record keeping systems for optimum efficiency.
- Participate in grievance hearings to resolve employee problems, and ensure fair and equitable examination of the facts presented.
- Ensure that organization-wide procedures are created and accurately maintained, including Human Resources procedures.
- Develop and monitor affirmative action plan for compliance with federal, state and local legislation.
- Responsible for the oversight of the organization's Intern Program, in conjunction with local colleges and universities.

- Determine manpower planning for the development of organizational short-term goals and long-range planning.
- Design, implement, and execute an enhanced performance management system for effective employee performance evaluation
- Coordinate and monitor the implementation of the HHA Salary Comparability Study, evaluate and implement recommendations.
- Oversees, promotes, and monitors participation of the Employee Education Assistance Program.
- Develop Scope of Work documents and related required documentation for any Request for Proposals related to Human Resources contracted services.
- Serve as Advisor and Consultant to the organization's Pension Plan Trustees and coordinates and monitors the Pension Plan service providers and consultants.
- Performs other duties as assigned.

Qualifications and Knowledge

- Bachelor's degree in Human Resources Management from an accredited college or university is required; a Master's degree is preferred. A combination of experience and education may be considered.
- Minimum ten years of direct progressive experience leading human resources initiatives for equivalent organizations is required.
- Must have a minimum of seven years of solid Human Resources Director experience across a broad range of competencies.
- Must have strong communication skills both verbal and written.
- Must have previous project management experience.
- In-depth understanding of, and experience with, all facets of HR, including Strategy Development, Talent Acquisition, Succession Planning, Organizational Design, Talent Development, Employee Relations, Total Rewards, HRIS, and Inclusion & Diversity.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Must have thorough knowledge of employment laws and regulations.
- Ability to read, analyze, and interpret complex documents.
- Requires a proven track record of strategic, transformational human resources experience

- Demonstrated organizational leadership and decision-making capability at a senior management level in a functional, cohesive manner.
- Strategic, progressive thinker, with expertise level skill in actively seeking opportunities and providing solutions to organizational needs.
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail and to delegate when appropriate.
- Highly proficient in MS Office Suite (Excel, Word, PowerPoint, and Outlook) or related software.
- Considerable knowledge of Equal Employment Opportunity Laws, Fair Labor Standards Act, Civil Rights Act of 1964, ERISA, and employment practices and procedures.
- Thorough knowledge of Federal and State Labor laws, insurance practices and procedures and Worker's Compensation, FMLA and State Law.
- Must have previous direct experience working with HRIS systems, preferably Kronos and Workforce Now ADP, or comparable platforms.
- Previous experience leading a HRIS system implementation is highly preferred.
- Must have the flexibility to work outside of the core organization business hours (Monday through Friday 8:00am to 5:00pm) in order to meet business needs, as required.
- Strong knowledge of general office procedures and practices, and business English and arithmetic.
- Ability to establish and maintain effective and courteous relationships with HHA staff at all levels, and at all times while conducting HHA business.
- Ability to supervise and train staff that may include professional and clerical workers.
- Above average analytical and reasoning abilities.
- Strong negotiation, conflict resolution and communication skills.
- Ability to coordinate several concurrent activities simultaneously.
- Must have a valid Texas driver's license
- Must be eligible for coverage under HHA fleet auto insurance.
- Must be able to reliably commute to the worksite on a daily basis.

Supervision Received and Given

The employee receives instructions from the Senior Vice President of Administration. Courses of action, deadlines, and priorities are established by procedure, the supervisor, or the employee, depending on the assignment. Routine duties are initiated and completed by the employee without supervisory direction. Instructions to the employee may be general or specific in nature. Problems or situations not covered by instructions are usually referred to the supervisor for resolution. The employee's work is reviewed periodically for accuracy, completion, and compliance with to policies and procedures.

The employee makes specific and broad assignments to employees working in the Human Resources, Training, and Development Department. Generally, the employee makes assignments by setting deadlines and priorities, and indicates the quantity of work expected. The employee reviews subordinate's work, prepares performance evaluations, counsels and disciplines employees.

Guidelines

The employee refers to Agency and HUD guidelines, Federal Mandates, and to the Agency's personnel policies and procedures in performing work. These guidelines cover most job-related situations although the employee is required to use independent judgment in making decisions. If guidelines do not cover a situation, the employee consults the supervisor or makes a decision based on the circumstances.

Complexity

The employee performs a moderate number of routines, and generally related tasks. The course of action is determined by established procedure, the supervisor, or the employee. Tasks may occasionally have to be coordinated, integrated, and/or prioritized. Some cases involving personnel problems may be difficult to accomplish and require resourcefulness and extra effort by the employee. Decisions regarding unusual circumstances may be made by the employee on occasion.

Scope and Effect

The employee's work affects Agency employees and the Agency's ability to accomplish its basic goal of providing housing that is decent, safe and sanitary. Success by the Director HRTD in hiring and retaining qualified and motivated employees enhances the Agency's ability to achieve its basic goal and provide adequate services to residents.

Personal Contacts

Most of the employee's contacts are with Agency personnel and outside agencies. Contacts are made: (1) to give, obtain or clarify information regarding employment opportunities, benefits and legal issues and, (2) provide assistance to Agency personnel.

Physical Demands

Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting to obtain files and records, and eyestrain from working with computers and other office equipment.

Work Environment

Work involves the normal risks and discomforts associated with an office environment, but is usually in an area that is adequately cooled, heated, lighted, and ventilated.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.