



## HOUSING AUTHORITY OF WASHINGTON COUNTY

319 East Antietam Street, 2nd Floor, Hagerstown, MD 21740

(P) 301.791.3168 (F) 301.791.2755 [www.hawcmd.org](http://www.hawcmd.org)

### Director of Human Resources

**FLSA Status:** Non-Exempt  
**Job Status:** Staff  
**Department:** Human Resources  
**Reports to:** Executive Director

#### Summary

The Human Resources Director is responsible for overseeing HR management and department operations to adhere to organizational policies and procedures. Their duties include communicating between company Executives and management, managing the HR department budget, and coordinating with management to ensure compliance with HR laws and regulations.

This position is housed at the main office but may report to all locations as needed to meet the needs of the position.

#### Duties and Responsibilities

This position will perform the following:

##### **Benefits and Leave Administration:**

- Assist with the employee benefits program through the BOCC, including medical, dental, vision and life insurance, ensuring that all employees are given the opportunity to enroll as appropriate and all deadlines are met.
- Communicate with BOCC each plan year to determine renewal costs and benefits to be offered the following year.
- Monitors employee anniversary dates for benefits and review purposes.
- Manages and maintains the employee retirement fund.

##### **Performance Management:**

- Handles the performance management cycle.
- Collaborates with supervisors on employee performance management issues and conducts performance improvement meetings as needed.

##### **Legal & Regulatory Compliance:**

- Monitors and ensures HAWC's compliance with federal, state, and local employment laws and regulations, including posting of required posters; recommends best practices; reviews and modifies policies and practices to maintain compliance.
- Reviews and approves all employment actions to ensure consistency, proper documentation, and due process.
- Updates job descriptions and employee handbook annually and/or as major changes require.
- Maintains and manages employee files and records in accordance with the law.

- Consults with legal counsel as appropriate, or as directed by the Executive Director, on employee matters.

#### **Policies and Procedures:**

- Answers policy questions posed by staff and management; share policies as needed.
- Reviews and makes recommendations annually to executive management for improvement of the organization's policies, procedures, and practices on human resource matters.

#### **Training & Development:**

- Recommends, evaluates, and participates in staff development for the organization.
- Facilitates professional development, training, and certification activities for staff meetings.
- Coordinates and assists in planning ongoing training.
- Monitor required staff certifications and training.

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#### **Offboarding:**

- Handles discipline and termination of employees in accordance with company policy.
- Processes internal and external paperwork for terminating employees.
- Coordinates or conducts exit interviews to determine reasons behind separations; analyzes reasons and trends.

#### **Other Duties:**

- Collaborates with senior leadership to understand organization goals and strategy related to staffing, recruiting, retention and other HR practices; consults with external parties as needed to fulfill strategic goals.
- Manages the employee life cycle, including recruitment, onboarding, benefits, performance management, recognition, training, development, leave and separation.
- Assists in the implementation of organization-wide initiatives.
- Serves as resource for all staff with human resource questions and issues.
- Manages Worker's Compensation claims; communicates with carrier.
- Completes outside requests for employment verifications, unemployment claims and requests for Bureau of Labor Statistics.
- Assumes any other duties and responsibilities as assigned.

#### **Authorities**

- Purchasing authority up to \$2,500.

#### **Minimum Qualifications**

##### **Education**

Bachelor's degree from an accredited college or university.  
Five years or more experience working in Human Resources.

##### **Knowledge, Skills, and Abilities**

- Written and oral communication skills.

- Comprehension and application of rules and policies.
- Ability to work independently and dependably.
- Ability to use Microsoft Office Products (Excel, Word, Outlook)

**Physical/Work Demands:**

May require lifting to 50lbs. Work is typically performed in a normal office environment; some duties may require lifting and carrying boxes of materials/supplies, climbing stairs, walking, and consistent use of a computer.

Reviewed by: M. Gower  
Date Reviewed: 05.21.2023  
Effective:

