



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Tri-Cities Family YMCA

Job Title: **Human Resources Specialist**

Status: PT

Reports to: Operations Director

Revision Date: January 2018

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Providing strategic leadership to attract, develop and retain the best available talent. Oversees the development and implementation of talent management/ human resources policies, plans and services, including recruitment, selection, legal compliance, employee benefits, compensation, employee relations, diversity and inclusion, employment practices and procedures, employee communications and events.

ESSENTIAL FUNCTIONS:

1. Provides leadership and consulting support to executives and management on matters of reinforcing culture, setting goals, developing policy, and implementing strategic objectives. Participates in strategic planning for the organization.
2. Oversees talent management, including training, staff training and leadership development, retention, recognition, employee communication and career development. Assesses and evaluates training and staff development needs, and develops programs to meet needs.
3. Develops and maintains performance management and appraisal programs. Provides assistance to employees and supervisors with questions and workplace problems.
4. Oversees compensation and benefit programs, including job description and classification, salary structure and salary adjustments. Oversees benefit plan communication, enrollment and administration. Assesses the competitiveness of human resources programs and practices against the relevant markets and makes recommendations for improvements and changes.
5. Remains current with employment laws and regulations. Maintains an effective program of compliance with laws and regulations related to human resources and manages relationships with compliance agencies and YMCA legal counsel.
6. Oversees HR systems and employee records to ensure accuracy and improve the overall operation and effectiveness of the organization. Ensures timely and accurate submission of data requested by the EEOC, YMCA of the USA, Department of Labor, etc.
7. Develops staffing strategies and implementation plans and programs. Identifies and cultivates appropriate and effective sources for candidates for all levels of jobs.
8. Provides direction to assigned staff in the performance of their duties, establishing work priorities in achieving strategic and operating plan goals; prepares and manages associated budgets.
9. Serves as a resource and participates as a leader/member of various staff committees and leadership groups.
10. Performs other duties as assigned.

YMCA COMPETENCIES (Organizational Leader):

Mission Advancement: Incorporates the Ys mission and values into the organization's vision and strategies. Ensures community engagement; promotes the global nature of the Y. Leads a culture of volunteerism ensuring engagement, inclusion, and ownership. Leads a culture of philanthropy.

Collaboration: Advocates for and institutionalizes inclusion and diversity throughout the organization. Initiates the development of relationships with influential leaders to impact and strengthen the community. Is recognized as an inspirational community leader who navigates complex political and social

circles with ease. Communicates to engage and inspire people within and outside the YMCA. Ensures that a talent management system is in place and executed effectively.

Operational Effectiveness: Possesses penetrating insight and strong strategic and critical thinking skills. Invests resources in well-designed innovation initiatives. Creates a structure to deliver organization-wide results to achieve objectives. Develops and implements stewardship strategies. Determines benchmarks and ensures appropriate leadership to meet objectives.

Personal Growth: Creates a learning organization. Effectively drives change by leveraging resources and creating alignment to expand organizational opportunities. Shares authority and demonstrates courage and humility. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Bachelor's degree in business, human resources or equivalent.
2. Professional experience in all aspects of human resources management and staff development and/or equivalent combination of education and experience.
3. Knowledge and professional experience in planning and policy, talent management, selection, compensation, benefits, training and staff development, employee relations, and performance management.
4. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
5. Current knowledge and understanding of regulations, industry trends, current practices, new developments, and applicable laws regarding human resources.
6. Proficiency in business and human resources related computer applications, which may include talent management systems, time and attendance systems, etc.
7. Senior human resources certification preferred (SPHR or equivalent); YMCA Organizational Leader certification preferred.

WORK ENVIRONMENT & 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.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.