

**Gulf Coast Trades Center  
Job Announcement**

Position: Human Resources Director

Position(s) Available: 1 – (one)

Opening Date: January 21, 2019

Closing Date: Until filled

Salary: \$DOE

Status: Exempt

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**General Description:**

Responsible for the day to day operation of Human Resources Department.

**Reports To:**

Deputy Director

**Supervises:**

HR staff

**Qualifications:**

- Five (5) years' experience in Business Management or Human Resources.
- Knowledge of Center's Policies & Procedures.
- Must pass a criminal history check.
- Must pass a drug screen.
- Familiar with principles and practices of administration and Human Resources including:
  - Employment
  - Recruitment
  - Testing
  - Benefits
  - Classification
  - Compensation
  - Employee relations
  - Affirmative action/equal employment opportunity
- Principles and practices of supervision including:
  - Leadership
  - Team building
  - Conflict resolution
  - Training
  - Performance evaluation
- Knowledge of office practices of:
  - Record keeping
  - Confidentiality
  - Word computer program
- Effectively handle multiple assignments.

**Specific Duties:**

- Correctly:
  - Interpret
  - Explain
  - Implement
    - ❖ Federal,
    - ❖ State
    - ❖ Local laws
    - ❖ Regulations
    - ❖ Departmental policies and procedures

- Independently compose:
  - Reports
  - Correspondence
  - Other documents; maintain confidentiality
- Effectively handle multiple assignments.
- Responds to the needs of various departments in a timely manner.
- Establish and maintain effective working relationships with:
  - Staff
  - Job applicants
  - Members of the general public using principles of good customer service
- Manages activities, delegates to and supervises staff in the assigned Human Resources department.
- Develops and implements policies, procedures and goals for the assigned department to ensure compliance with applicable standards and legal requirements.
- Participates in the selection of personnel; establishes performance standards, trains, monitors and evaluates assigned staff; and recommends and implements improvements and discipline procedures as required.
- Participates in the preparation of budgets for the department and monitors / controls expenditures.
- Works closely with other departments and Licensing Agencies to ensure compliance with all legal requirements.
- Participates in investigations and analyses matters of concern for recommendations and implements appropriate remedial measures.
- Establishes and maintains confidential files and records, and performs administrative tasks such as data entry, and the writing and distribution of correspondence and other documents.
- Represents the company at unemployment hearings and contests invalid claims when necessary.
- Conducts analysis of job descriptions to determine appropriate salary level according to compensation guidelines and policy formulated by the President.
- Analyzes company compensation policies in relation to governmental wage and hour regulations, prevailing rates for similar jobs in comparable industries or geographic areas, and recommends changes as appropriate to establish and maintain competitive rates.
- Oversees the administration of Workers' Compensation program, including working with insurance carriers to cut down on lost employee time and cut back on unjust claims.
- Process criminal history reports on all employees and maintain records in accordance with licensing agency.
- Maintain Center's insurance policies (Liability, Auto, Worker's Comp and Property)
- Process driver's license searches to approve Agency transportation drivers, and maintain updated listings of drivers and center vehicles.
- Assist in coordinating all benefit programs for Center employees
- Effectively communicate and administer Center benefits to employees
- Act as liaison between employees, insurance carriers and service providers
- Perform annual insurance open enrollment for all benefit plans for Center's employees
- Analyze insurance billings and coordinate with the accounting department to ensure proper payment and payroll processing
- Assists in preparation of evidentiary backup for record and/or hearings pertaining to workers compensation and/or unemployment hearings as needed
- Monitors training needs of all Center employees to ensure compliance with Center contractors
- Notifies department heads of updated training needs
- Process termination benefit changes for terminated employees
- Remains current with employment laws
- Advise supervisor of current activities, events and/or situations pertaining to the Human Resources department
- Prepares status changes
- Issues keys to staff as needed
- Maintains the Center's Drug policy (random and newhire drug testing)
- Responds to and monitors unemployment claims
- Counsels with staff regarding complaints/grievances

- Coordinates Center's safety program, to include tracking incidents and coordination with other Center staff to promote low workers compensation incidents and posts records for OSHA
- Develop and implement a strong, aggressive safety plan and risk control program, including appropriate documentation.
- Form an Incident Review Committee to determine compensability of questionable and/or exaggerated injuries.
- Establish an incident investigation procedure, including training of supervisors on implementation.
- Establish and monitor claim frequency and severity reduction goals.
- Address safety risk issues with department heads throughout all areas of the Center to assure compliance with laws and policies.
- Include tracking incidents to promote low workers compensation claims.
- Comply with state requirements for filings / postings and claim reporting for non –subscribers.
- Prepares reports as needed for OSHA, EEO, and monthly to supervisor.
- Implements, provides and tracks staff training to maintain schedules required for Center contractors and safety programs.
- Administers Non-Subscriber Insurance Program inclusive of all facets of plan from claims submission to investigations of accidents or injuries.
- Conduct pre-employment employee reference checks prior to their employment
- Update Center's application for employment and distribute as necessary
- Schedule pre-employment drug screening & fingerprinting
- Schedule interviews for prospective employees in coordination with department managers
- Prepare interview schedule and ensure completion of interview questionnaires
- Ensure all Center employee's remain current on required training
- Assist with the preparation and conduct staff in-service training to include tracking and reporting of employee attendance
- Type and prepare reports, surveys, questionnaires as needed
- Exhibit willingness to assume other various duties as assigned.

**Contact**

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