



## JOB DESCRIPTION

**POSITION TITLE:** Director of Culture and Human Resources

**EXEMPTION STATUS:** Exempt

**JOB RELATIONSHIPS:**

Reports to: Chief Executive Officer  
 Supervised by: Chief Executive Officer  
 Supervises: None  
 Interrelationships: Department of Family and Protective Services staff, Law Enforcement staff, Cook Children's Medical Center staff, Tarrant County District Attorney's staff, community agencies, Alliance For Children Board of Directors and staff, donors, children and families.

**Summary:**

The Director of Culture and Human Resources serves on the executive management team and reports directly to the Chief Executive Officer (CEO). In collaboration with the executive team, this position will articulate and implement the strategic vision of the agency. The Director of Culture and Human Resources is responsible for developing and implementing a strategy to ensure that culture initiatives and programs reinforce the agency's mission, core values, and culture. This position also serves as the subject matter expert on all human relations issues and is accountable for managing the needs of employees, including compensation and benefits, training and development, employee relations and performance, recruitment and retention, and coaching.

**Job Duties/Essential Functions:**

*Cultural Development and Oversight*

- Work with the CEO and executive team to ensure that the agency strategic vision informs short and long term goals of Culture/Human Resources initiatives across multiple locations and all employees.
- Ensure that all department activities operate consistently and ethically within the mission of Alliance For Children.
- Create and support a high performing culture among employees that is aligned with Alliance For Children core values.
- Support agency culture by providing guidance to agency leaders for internal communication, including coaching for messaging with words and actions, providing feedback, and soliciting employee input.
- Assist agency leaders in aligning staff desires and priorities into performance by helping staff understand why what they do is important to the agency as a whole.
- Maintain knowledge of developments in ethics, law, standards, and legislation as well as

emerging trends that could affect Culture/Human Resources practices. Ensure agency compliance.

- Regularly assess the culture of the agency, providing outcomes to the CEO, and incorporate improvements.
- Set the tone for and act as the primary spokesperson for internal communications. Act as liaison between employees and agency leaders.
- Identify best practices for self-care and minimization of vicarious trauma, and create opportunities for staff to implement.
- Perform other related duties as requested by the CEO.

#### *Human Resources*

- With input from executive management team, annually review and update the agency's policies, procedures and practices on personnel matters based on Department of Labor and other applicable standards. Communicate changes to staff and ensure proper compliance.
- Maintain responsibility for agency compliance with federal, state, and local legislation pertaining to all personnel matters.
- Consult with legal counsel as appropriate, or as directed by the CEO, on personnel matters.
- Collaborate with agency leaders to assist them in carrying out their responsibilities with regards to staff personnel matters.
- Regularly evaluate and manage performance evaluation process and coach agency leaders on strategies to provide constructive feedback.
- Coordinate annual employee health benefits with third-party broker, ensuring that agency is paying competitive rates.
- Handle all aspects of annual health and retirement benefits open enrollments.
- Manage all aspects of HRIS system, including updating records for new and existing employees, terminations, salary changes, employee directed elections, exemptions, benefits, job duties, and department transfers. Utilize system analytics and reports to provide human resources insight to CEO and agency leaders.
- Coordinate all recruitment efforts, including job description development or updates, job posting, applicant data distribution and retention, and interviewing as needed.
- Regularly update a seamless and welcoming on-boarding process incorporating use of the HRIS system.
- Create a consistent process for employee separations, including examining ways to improve staff retention.
- Participate in budget development process and maintain a high level of fiscal responsibility in management of departmental budget.
- Meet regularly with CEO for supervision and department oversight.
- Meet regularly with executive management team and CEO to ensure cohesion and teamwork.
- Perform other related duties as requested by the CEO.

#### **Knowledge/Skills/Abilities:**

- Bachelor's degree from accredited university required. Master's degree preferred.
- Minimum of five years' experience in Human Resources or related field preferred, including management of benefits and payroll.
- SHRM-(S)CP certification preferred.
- Experience with HRIS systems, preferably Paylocity.
- Experience in child abuse field preferred.
- Able to meet deadlines and willing to work hours required to complete tasks.

- Excellent presentation and communication skills, both written and verbal.
- Demonstrated ability to work with all levels of employees, board members, partners, and community.
- Proven experience implementing innovative and effective initiative related to culture and talent.
- Must have valid driver's license and proof of liability insurance if driving for agency purposes.
- Must successfully complete annual criminal and civil background checks.
- Able to maintain confidentiality and present in a positive, professional manner at all times.
- Able to maintain composure and professionalism under pressure of deadlines.
- Regular and reliable attendance.
- Personal qualities of integrity, credibility, and dedication to the mission of Alliance For Children.

**Physical Requirements:**

Able to grasp, push, pull objects such as files, file cabinet drawers and reach overhead. Able to operate a telephone and computer. Able to lift up to 20 lbs. Moderate independent travel by private auto required.

**Mission:**

The mission of Alliance For Children is to protect Tarrant County children from child abuse through teamed investigations, healing services, and community education.