



UTAH FOOD BANK

JOB DESCRIPTION

POSITION TITLE: Human Resources Director
SUPERVISED BY: President/Chief Executive Officer

DUTIES:

- Develop, prepare and maintain policies and procedures with approval by President & CEO
- Maintain UFB Employee Handbook, review and update as needed
- Arrange and conduct training on policy and legal issues for management and staff
- Advise management of proper procedures and legal issues regarding employee relations
- Assist employees with information and help on HR related issues
- File Workers Compensation claims, work with claims managers and employees regarding open claims
- Maintain employee records in Payroll/HR database
- Responsible for maintenance of employee files in accordance with federal guidelines and regulations
- Develop, schedule and conduct new employee orientation sessions
- Ensure new employees are informed of benefit information and properly enrolled within time limits
- Conduct exit interviews for employees leaving UFB
- Verify and approve billings for employee benefits, uniforms and other HR budget items
- Ensure appropriate paperwork is completed on employee actions and turned in for payroll changes
- Post job openings with other recruiting sources as appropriate to ensure broad range of potential applicants
- Oversee and assist with interview process for job openings and provide hiring recommendations
- Process applications for potential hires, including reference checks and necessary pre-employment processes
- Monitor performance evaluation process and ensure all reviews are completed in timely manner
- Create and update job descriptions with management assistance
- Maintain wage information and review newly created and modified jobs for salary range
- Monitor drug testing program and ensure random drug testing is carried out
- Act as HIPAA security officer and ensure organization is HIPAA compliant
- Ensure accident forms are completed for all accidents, with drug testing if required
- Arrange and/or administer anti-harassment training annually
- Investigate and recommend action for employee complaints of harassment and/or discrimination
- Work with CFO, broker and insurers to maintain cost-effective benefits and recommend changes as needed
- Serve on safety committee, attend Driver meetings, and help inform staff of safety information and statistics
- Attend on-going training to stay current in HR issues
- Arrange informational training on Social Security, Medicare and other well-being issues; annual Health Fair
- Other duties as assigned

QUALIFICATIONS:

- Bachelors degree in related field OR equivalent combination of education and experience
- PHR, SPHR, SHRM-CP or SHRM-SCP certification highly desirable
- Knowledge of and experience with employment legal issues and requirements
- Familiarity with Utah and federal employment laws and regulations
- Familiarity with employee benefit plans and with HIPAA requirements
- Excellent communication skills, written and verbal
- Ability to maintain objectivity and confidentiality in all situations
- Ability to interact in a professional manner with staff, board, donors and the general public
- Ability to develop and implement policies and to manage special projects
- Intermediate to advanced knowledge of MS Office, internet and database programs



UTAH FOOD BANK

PHYSICAL REQUIREMENTS:

Typically, work is sedentary. There is walking; standing; bending; carrying light items such as papers or books; driving an automobile, etc. No special physical demands are required to perform the work.

During peak seasons, all UFB staff may be asked to assist with receiving donations, picking up donations or other customer service work outside the normal scope of duties.