

Jewish Family & Career Services of Atlanta (JF&CS) provides health, career and human services to support and enhance the well-being of individuals and families across all ages, faiths, cultures and lifestyles. Its more than 30 programs serve a variety of populations, including children, teens, parents and older adults. JF&CS is now seeking a Chief Human Resources Officer.

Purpose: The Chief Human Resources Officer is responsible for all the people programs and practices that impact the agency. This hands-on role serves as a strategic business partner to the CEO and executive team and provides guidance to Agency management and staff. The CHRO is responsible for establishing the strategic direction of HR programs and practices within the Agency, and developing and implementing these programs to support the Agency strategy. The CHRO is responsible for the employee experience, including talent acquisition, talent management (including performance feedback, learning & development, career development, and employee relations), organizational change management, and total rewards (including compensation and benefits). The CHRO interprets and ensures compliance with federal, state, and local HR laws and guidelines, and helps to manage risk as it relates to people practices. This role supervises professional HR staff, and serves as the Agency's Compliance Officer.

Strategic Responsibilities:

- Assist in the organizational strategic planning and implementation of the strategic plan as it pertains to human resources and volunteers.
- Develop and administer programs, procedures, and guidelines to help align the workforce with the strategic goals of the Agency.
- Lead the human resource staff including determining workload and delegating assignments, training, monitoring and evaluating performance and initiating corrective or disciplinary actions.
- Must be able to work with the Board of Directors and serve as staff liaison for Agency committees.
- Be a strategic partner in developing and maintaining a healthy results-oriented, client focused and responsive culture.
- Be a strategic partner and act in an advisory capacity with the Senior Leadership Team.

Employee Relations, Performance Management, Recruiting, and Training & Development Responsibilities:

- Maintain, develop and review all employee-related policies, practices and procedures. Ensure compliance and communication of established policies and procedures.
- Perform employee relations functions and work pro-actively with managers and supervisors to develop strategies for the resolution for human resource problems such as inappropriate employee behavior and special performance issues. Respond to unemployment compensation claims.
- Represent the Agency in employment-related lawsuits, grievances or complaints. Conduct internal investigations when grievances or complaints are brought forth.
- Lead Agency compliance with all existing legal reporting requirements including any related to: the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), the Department of Labor, workers compensation, the Occupational Safety and Health Administration (OSHA), etc.
- Review legislation to determine impact on the operations of the Agency and give recommendations regarding implementation of passed legislation.
- Review, guide and approve management recommendations for employment termination.
- Select and manage relationships with human resources consultants and attorneys.
- Develop and implement human resources training for managers and supervisors based upon organizational needs.
- Establish and lead the standard for recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce, and interview manager and executive level candidates.

Compensation, Benefits, Systems, and Compliance Responsibilities:

- Establish departmental measurements that support the accomplishment of the Agency's strategic goals.
- Monitor the use of the Human Resource systems for quality control, authorization and data entry. Responsible for managing and updating HR content on Agency intranet.
- Responsible for all employee benefit programs including compliance and testing.
- With the assistance of the CFO, obtain cost effective, employee-serving benefits; monitor national benefits environment for options and cost savings.
- Lead the company safety and health programs. Monitor the tracking of OSHA-required data.
- Lead participation in salary surveys and compensation reviews.
- Lead the development of benefit orientations and other benefit training.
- Recommend changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.

Operational Responsibilities:

- Develop and monitor annual budget that includes: Human Resources services, training, employee recognition, and administration.
- Participate in executive, management, and company staff meetings and attend other meetings.
- Responsible for updating Agency Operations Manual annually including development of new policies and procedures and modifications of existing ones.
- Responsible for the administration of the Agency's Performance Evaluation Program.
- Implement and oversee the Agency's Compliance Plan.
- Other duties and projects as assigned.

Minimum Requirements:

PROFESSIONAL KNOWLEDGE: Must have sufficient knowledge of the following:

- Employee benefits such as insurance, paid leave, awards and bonuses, pay for time not worked etc.
- Principles, theories, and practices of employee relations.
- Principles, theories and practices of human resource management.
- Principles, theories and techniques of job classification and/or job analysis.
- Employment laws and regulations.
- Principles, theories, and practices of recruitment and selection.

Education and/or Experience:

- Bachelor's degree (B.A.) required, with 10+ years of related Human Resources experience. Must have a strong HR generalist background and have served in a senior-level HR advisory role for 2-4 years. Experience working with the Jewish community is helpful, as is prior experience working in a not-for-profit organization.

How to Apply?

- To apply, please follow this link to locate the full job description and application:
<https://chp.tbe.taleo.net/chp03/ats/careers/searchResults.jsp?org=JFCSA&cws=1>