

The Director, Human Resources is responsible for the planning and execution of various human resource functions including employment, compensation, benefits, employee relations, organizational development, human resource information system management, equal opportunity, learning and development, and affirmative action plans. They work closely with Senior Management in developing, prioritizing, and implementing programs for the Human Resources (HR) function. The Director, Human Resources will partner with business leaders to ensure alignment with business strategies.

The Director, Human Resources will be responsible for overseeing programs administered by the HR department to ensure effective and efficient operations.

Duties and Responsibilities:

1. Participate with Senior Management in defining organizational goals and strategic plans. Consult with Senior Management on HR policies, programs, practices, and procedures to ensure strategic alignment with business initiatives.
2. Direct the planning, development, implementation, administration, and budgeting of full-range human resource programs including talent acquisition, total rewards, employee relations, organizational development, learning and development, affirmative action planning (AAP), human resources information systems (HRIS) management, and compliance.
3. Lead the HR team and establish goals to ensure successful integration with other business units.
4. Provide leadership and counsel for employee-related issues and policies across the organization by maintaining a positive approach with discretion, objectivity, and the ability to maintain confidentiality. Set the precedent for employee-related issues to be handled in a timely and professional manner.
5. Responsible for staffing and allocating resources within the HR department.
6. Monitor the HR budget and, in collaboration with Senior Management, control expenditures and ensure the HR function has the capital and staff to support the approved goals and objectives.
7. Ensure organizational compliance with regulatory requirements of relevant laws and regulations.
8. Ensure that compensation practices are equitable and aligned with the organization's compensation philosophy.
9. Prepare annual AAP in compliance with federal regulations and provide management with an understanding of the plan's annual placement goals and objectives.
10. Serve as internal representative of organizational culture. Observe, gather feedback, and make actionable decisions regarding methods to continuously improve.

Minimum Qualifications and Requirements:

- Bachelor's degree and 12 or more years' experience, including 6 years' supervisory experience or equivalent experience.

Physical Demands and Work Conditions:

- Normal office environment.
- Vision abilities required by this job include close vision, distance vision, and the ability to adjust focus, such as to work on computers. Ability to see colors, shades, and brightness. Hearing abilities required for general and phone communication, signals, and machine sounds.
- Mobility to occasionally alternate between sitting, standing, walking, crouching, and kneeling as required to perform job responsibilities.
- Requires ability to lift a minimum of 10-25 pounds and up to 40 pounds on occasion with assistance.
- Computers, phones, and standard office equipment.

Travel Requirements:

- Travel may be required, as needed.

Other Duties:

- Perform other duties as assigned.

FLSA Classification: Exempt

Supervisory Role: Yes

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All ATCC employees are expected to follow and abide by the legal, financial, regulatory, safety, and other general guidelines of ATCC, and to conduct their activities in a manner consistent with the highest personal and professional standards.

Disclaimer: *Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The above statements are intended to describe the general nature and level of work being performed by people assigned to this position at the time this job description was written. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. This document does not create an employment contract, implied or otherwise, and all employees in this position are employed "at-will".*