



A Union of Professionals

Notice of Open Position

Feb. 10, 2021

Job Title:	Director	Unit:	Management
Posting Number:	MGT-35-05-0221-V	Supervisor:	AFT President
Department:	Human Resources	Annual Salary:	\$181,578.00

Position Summary: The director of human resources is responsible for assisting and advising senior leadership on personnel strategies to achieve the goals of the union as established by AFT’s elected officers. Major areas of responsibility include developing and overseeing HR systems; fostering and maintaining satisfactory and productive employee and labor relations; ensuring compliance with the collective bargaining agreements, federal, state and local regulations. The HR director is responsible for promoting a culture of diversity, equity and inclusion, collaboration, high performance and job satisfaction among all employees.

- Position Responsibilities:**
- Collaborate with senior leadership to understand the organization’s goals and strategies related to staffing levels, recruitment, hiring and retention; develop and oversee the organization’s recruitment, hiring and retention program; identify staffing and recruiting needs and develop and execute best practices for hiring and talent management.
 - Incorporate diversity, equity and inclusion into all HR policies, practices and procedures.
 - Responsible for contract negotiations for multiple staff bargaining units; administer, interpret and ensure compliance with collective bargaining agreements; administer grievance procedures, including arbitration.
 - Direct and oversee the organization’s labor relations programs, policies and procedures; establish and maintain satisfactory labor-management relations; assist managers with personnel and labor matters.
 - Monitor and ensure the organization’s compliance with federal, state and local employment laws and regulations, collective bargaining agreements, and recommended best practices; review and modify policies, practices and procedures to maintain compliance.
 - Establish, administer and oversee human resource policies, practices, procedures and programs (i.e., compensation and benefits; performance and talent management; productivity, recognition and morale; occupational safety and health; training and development; disciplinary matters; disputes and investigations; termination of employment in accordance with organization policy and the collective bargaining agreements).
 - Plan, lead, develop, coordinate and implement policies, processes and training initiatives; facilitate professional development and training of managers and staff.
 - Provide advice and guidance to AFT affiliates as needed and/or requested.
 - Oversee all manner of employee recordkeeping, including personnel records and files, and an electronic human resources information system (HRIS).
 - Develop and implement departmental budget.
 - Perform other duties as required.

- Required Skills and Abilities**
- Extensive knowledge and experience working as a human resources manager/director in a not-for-profit and/or labor union environment.
 - Demonstrated experience implementing diversity, equity and inclusion principles to enable organization to achieve goals and objectives.
 - Strong supervisory and leadership skills.
 - Excellent verbal and written communication skills.
 - Excellent interpersonal and negotiation skills.

AFT is an equal opportunity employer, committed to building a culturally diverse workforce and strongly encourages applications from persons of color, individuals with disabilities and veterans.

- Excellent organizational skills and attention to detail, including time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Demonstrated ability to prioritize tasks and programs, and to delegate when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Experience working collaboratively with unions.
- Ability to adapt to the needs of the organization, employees and membership.
- Proficiency with and/or ability to learn the organization's HRIS system.

Education and Experience:

- Bachelor's degree in human resources, business administration, or related field required; master's degree or an advanced degree in a related field is preferred.
- At least 7-years of human resource management, employee and labor relations, and/or union contract negotiations experience required.

Work Environment:

The work is generally performed in an office environment, with limited travel for meetings.

How to Apply:

Applicants should submit a cover letter and resume to the human resources department via the following link: https://www.appone.com/MainInfoReq.asp?R_ID=3430278.

Internal Posting Period:

There is no internal posting period. Applicants possessing the requisite qualifications will be considered.

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