

**Pennsylvania Senate Democratic Caucus
Human Resources Director**

Summary/Objective

The Human Resource Director is directly responsible for the overall administration, coordination, and evaluation of the human resource function for the Pennsylvania Senate's Democratic Caucus, an organization with about 300 employees.

Essential Functions

1. Annually review and make recommendations to the Chief of Staff of the Caucus for development and improvement of the organization's policies, procedures, and practices on personnel matters.
2. Maintain responsibility for compliance with federal, state, and local laws and regulations pertaining to personnel matters.
3. Communicate changes made to the organization's personnel policies and procedures, including coordinating and conducting appropriate HR training.
4. Coordinate and conduct annual performance evaluations on all staff.
5. Work directly with department managers to assist with personnel matters including hiring, discipline, and discharge.
6. Maintain all personnel files.
7. Conduct new employee orientation.
8. Identify and implement ways to increase employee morale and satisfaction and reduce employee turnover.
9. Manage, prepare, and maintain reports as necessary to carry out the functions of the Caucus.
10. Prepare periodic reports for management, as necessary or requested, to track strategic goal accomplishment.
11. Other duties as assigned by the Caucus.

Skills and Qualifications

1. Good communication skills.
2. Global and cultural awareness.
3. Leadership and relationship management skills.
4. Application of ethical principals in organizational management.
5. Competency with Microsoft computer system.
6. Demonstrated ability to work with disadvantaged and underrepresented communities.
7. Unwavering commitment to confidentiality.

Supervisory Responsibility

This position manages employees in the HR department and is responsible for the performance management and hiring of employees within that department.

Work Environment/Physical Demands

This position operates in a professional office environment. The employee must have ability to operate standard office equipment including laptop computers, copiers and smartphones. While performing the duties of this job, the employee is occasionally required to stand, walk, sit, reach with hands, grasp objects, climb stairs, stoop, kneel, crouch, talk, or hear. The employee may occasionally be required to lift or move objects up to 20 lbs.

Position Type/Hours of Work

This is a full-time position. Regular office hours are Monday through Friday from 8:30 am to 5 pm. This position regularly requires evening and occasional weekend work.

Required Education/Experience

Bachelor's degree in business management or Human Resources field or equivalent. Minimum 8 years related experience or training. Preferred Master's degree, SHRM, or other HR certifications.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for the position. Duties and responsibilities may change at any time.

Submit cover letter and resume to christopher.dyno@pasenate.com by March 9, 2018.

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