

**JOB TITLE – ASSOCIATE DIRECTOR OF HUMAN RESOURCE**

**HOURS M-F: 8:00 AM - 5:00 PM**

**SUPERVISOR: Director of Human Resource**

**SALARY Commensurate with Experience**

**FULL TIME POSITION**

**JOB SUMMARY:** Primary function of the Associate Director of Human Resource is to coordinate HR policies and programs ensuring that the organization is in full compliance with applicable laws and regulations. In addition, the position works closely with the Director of Human Resources in developing, implementing and evaluating ongoing HR policies, programs, functions and activities.

**POSITION DUTIES/RESPONSIBILITIES:** Assist, develop, implement and control programs in a manner that ensures cost effectiveness, market competitiveness and internal equity among employees. Assisting with workers' compensation and unemployment. Assist the HR director in the daily administration of other HR services as directed or assigned, including recruitment and selection, promotions, transfers, job classification, performance evaluation, and employee relations in accordance with quality management principles and overall objectives of the organization. Develop, prepare, generate and analyze ongoing and ad-hoc special reports pertaining to employee personnel information and data, including issues such as staffing levels, turnover, absenteeism, recruitment, applicant tracking, compensation, promotions, etc. Effectively utilize HR data system to obtain, store and analyze pertinent data and information. Maintain and expand knowledge and understanding of existing and proposed federal and state laws/regulations affecting human resource management. Identify trends that could affect organizational objectives and/or operational resources and interpret appropriate laws and policies and advise management and employees accordingly. Other duties as assigned by supervisor

**REQUIRED EDUCATION, TECHNICAL TRAINING OR EQUIVALENT:** Bachelor's degree in human resources or related field. Equivalent experience may be substituted for education and experience requirements.

**REQUIRED EXPERIENCE OR SKILLS:** Three years of progressively responsible experience in human resources. SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) current certification preferred. Excellent verbal and written communication skills. Excellent interpersonal and customer service skills. Excellent time management skills with a proven ability to meet deadlines. Strong analytical and problem-solving skills. Strong supervisory and leadership skills. Ability to prioritize tasks and to delegate them when appropriate. Ability to function well in a high-paced and at times stressful environment. Proficient with Microsoft Office Suite or related software.

**TO APPLY:** Please visit our website at [www.wacofamilymedicine.org](http://www.wacofamilymedicine.org) and fill out an online application located under Careers.