

Job Description

Position: Director of Human Resources

Position Title: Director of Human Resources

Reports To: Chief Business Officer

Job Level: Senior Management

Department: Administrative

Location: 2417 Third Avenue, Suite 300
Bronx, NY 10451

Scope of Position:

Responsible for planning, leading, directing, developing, and coordinating the policies, activities and staff of the HR department, ensuring legal compliance.

Oversees the administration of the human resources programs including, but not limited to:

- Compensation, benefits, and leaves of absence
- Disciplinary matters, disputes, and investigations
- Performance and talent management
- DEI, racial equity programs
- Productivity, recognition, and morale
- Occupational health and safety
- Training and development

Organizational Structure:

Reports To:
Chief Business Officer

Direct Reports:
HR Manager
HR Generalist
People and Culture Specialist

Duties and Responsibilities:

- Recruitment
- Training and learning & development
- Oversight of the equity, inclusion, and diversity initiatives across the organization
- Employee relations
- Local 100 Union management - main point of contact
- Benefits and payroll
- Procedures and compliance

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Recruitment and Training:

- Develops and oversees recruitment strategy, processes, and procedures for the organization
- Manages all aspects of the exempt employee recruitment process (advertise, phone screen, interview, reference/background check, extend offers, new hire paperwork process) including exempt positions onsite with our partner venue locations as well for corporate office, culinary, warehouse and purchasing departments.
- Manages relationship with external recruiters
- Conducts onboarding and new hire orientations for exempt new hires
- Supervises the efforts regarding non-exempt recruitment
- Identification and supervision of the research, development, drafting, coordination and presentation of training materials, programs, seminars, and conferences for all employees
- Conducts post-training analyses to evaluate, measure and report results; modify and enhance programs as needed
- Maintain recordkeeping system for employee attendance in training programs
- Creates, develops, implements, and maintains a company-wide new hire orientation program

Employee Relations:

- Guides and counsel's managers and supervisors regarding the Company's practice of progressive discipline.
- Liaise with Chief Legal Officer, when necessary, in areas of employee relations
- Responds to employee requests, questions, complaints, and issues.
- Conducts investigations regarding harassment, sexual harassment, and other major Employee Reference Guide policy violation issues
- Updates employees about ongoing company initiatives and announcements
- Attend and participate in all required meetings.
- Constantly monitor the staff's appearance, attitude, and degree of professionalism to ensure their strict adherence to standards of quality service.
- Respond properly in any emergency or safety situation.
- Review all final warning and termination disciplinary action forms to ensure consistency and legal compliance

Benefits and Payroll:

- Oversees and develops benefit plan offerings for the organization, including and not limited to Medical, Dental, Vision, 401k, Transit Check program
- Manages employee benefit plan renewal processes in conjunction with brokers and third-party administrators
- Liaise with payroll provider contacts regarding services and features related to payroll and time and attendance systems/software
- Supervises HR departments efforts regarding payroll and administration duties
- Key Administrator for managing HR Functions

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Procedures and Compliance:

- Develops and implements Human Resources policies and procedures
- Serve as main Human Resources point of contact for day-to-day issues for employees and managers
- Provides advice and counsel to employees, managers and supervisors regarding Human Resources and employment law related best practices, policies, and procedures
- Ensures compliance with all federal and local employment and labor laws
- Maintains and creates job descriptions in conjunction with managers
- Liaise with outside counsel as well as Chief Legal Officer regarding verified complaints filed by city, state or federal agencies as well as civil suits filed against the company related to employment matters
- Files annual EEO-1 report with the Equal Employment Opportunity Commission
- Provide support to the annual EPL application process
- Administer the 401k Retirement plan and the filing process 5500 reports, etc.
- Manage and Administer the Workers Compensation for company, including OSHA logs, safety guidelines.etc.

This position spends 85% of the time seated while working at a desk and 15% of the time standing and/or walking

This position requires travel via public transportation to partner venues as needed

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills of personnel as so classified.

Great Performances, reserves the right to add, delete, change, or modify the job duties and responsibilities described in this job description at its discretion without notice.

Employee's Signature: _____

Date: _____