

JOB ANNOUNCEMENT

**Eligibility: Pueblo Housing Authority Employees
and Qualified Public**

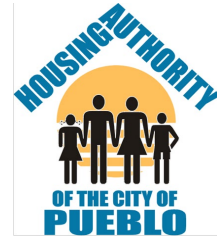
December 16, 2022

The Housing Authority of the City of Pueblo has an opening for the position of Director of Human Resources. This is a full-time, non-exempt position with a salary starting at \$72,707 per year. Please review the attached job description and qualifications carefully before completing an application.

Applications may be obtained at the Central Management Facility, 201 S. Victoria Ave, between 8:00 a.m. and 4:30 p.m. or on our website: www.hapueblo.org

Job posting will remain open until January 3, 2022.

Date: 12/2022
Title: Director of Human Resources
Status: Full-time/Exempt



General Purpose

Responsible for directing the day-to-day functions of the Human Resources (HR) Department in accordance with state and federal laws, and policies and procedures of the Housing Authority of the City of Pueblo (HACP). Reports to the Executive Director.

Essential Duties and Responsibilities

- Leads and executes HR programs in coordination with HACP leadership; responsible for maintaining up-to-date information regarding employment-related laws, regulations, and best practices and implementing improvements to HR administration
- In coordination with HACP Policy Team, and in accordance with state and federal legislation and regulations, develops and disseminates personnel policies and procedures
- Manages and directs programs and practices related to recruitment, selection, employment, job classification and staffing structure, compensation, performance evaluations, and other associated programs in compliance with HACP policies and regulations
- Conducts new employee onboarding including intake, review of pertinent policies and procedures, and dissemination and review of new hire paperwork; enters employee information into Human Resources Information System (HRIS), and enrolls employee in appropriate benefits programs
- Administers HACP benefits programs in conjunction with third party vendors; provides benefits-related information to staff as necessary
- Advises HACP staff on HR programs, policies, procedures, or issues
- Handles employee questions and helps resolve work-related issues; maintains confidentiality, HIPAA compliance, and trustworthiness
- Investigates work-related accidents and submits reports for insurance carrier
- Serves as a member of the HACP Leadership Team, Safety Committee, Policy Team, and Spirit Squad
- Maintains employee record system, including hard copy personnel files and electronic HRIS/Payroll system
- Assists with union contract negotiations; offers recommendations and solutions to revise contract; ensures ongoing adherence to Collective Bargaining Agreement (CBA)
- Recommends and implements training programs pertaining to the various needs within the Agency
- Establishes and maintains a positive, trustworthy rapport with all levels of HACP personnel, as well as with outside vendors and guests

Education, Training and Experience

- Four-year degree in Business, Social Sciences, Human Resources or related field from an accredited college or university, or equivalent work experience
- Six – ten years of progressively responsible experience in the Human Resources field
- Extensive familiarity working with HRIS, Microsoft Office suite, and cloud-based software; experience with Teams is preferred
- Applicable knowledge of federal, state, and local laws, rules, and regulations
- Good knowledge of modern principles, practices and procedures of HR management and standard office procedures and practices
- Ability to operate effectively and fairly in situations that require compassion and diplomacy yet decisiveness
- Valid Colorado driver's license with eligibility for coverage under HACP fleet auto insurance.
- Must possess the ability to perform the essential duties of the position

Materials and Equipment Used

Standard office materials and equipment.

Supervisory Responsibilities

There are no supervisory responsibilities involved.

Working Environment and Physical Responsibilities

Indoor work involves sitting for extended periods in an office environment with frequent exposure to distractions and interruptions. May involve some physical exertion, such as kneeling, crouching or lifting files and records and eye strain from working with computers and other office equipment.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel within this classification.