

I. Position

Director of Human Resources (6.1)

II. Related Titles

Personnel Manager (Administrator or Director)

III. Job Summary

Assist club's management staff with the recruitment, selection and orientation of new staff members. Administer payroll records and assure that all applicable federal, state, and local wage and hour, worker's compensation and related laws are consistently complied with. Implement data collection systems and process and record salary/wage payments. Manage the club's health, retirement and other benefits programs. Conduct labor analyses, staff planning and other studies as requested.

IV. Job Tasks (Duties)

1. Manages the club's personnel program; assists in the development/implementation of applicable policies and procedures; processes various labor staffing reports; coordinates software applications to generate required information
2. Develops/places recruitment ads; plans recruitment strategies; screens applicants and makes hiring recommendations
3. Conducts/reviews wage and benefit surveys; proposes employee benefits enhancements to the General Manager
4. Coordinates the development and publication of the employee newsletter
5. Coordinates all employee record keeping functions
6. Continually reviews and assists in updating the employee handbook and personnel-related policies; assists in the management of the club's progressive discipline program
7. Manages the club's group insurance, unemployment and related benefits programs; communicates benefits information to staff
8. Undertakes special projects relating to job description/specification updates, performance appraisal improvements, wage/salary comparison surveys, long range staff planning, etc.
9. Keeps current with ever-changing laws and regulations relating to employees; assures compliance with these laws and regulations
10. Advises line managers about discipline/discharge and related matters
11. Provides general property orientation for new employees; assists in the development/implementation of within-department orientation and training programs
12. Manages the club's educational and referral programs for alcohol and substance abuse
13. Assists department heads in planning professional development and training programs for employees
14. Develops forecasts of short-and long-term staffing needs
15. Coordinates transfer, promotion and layoff strategies within the club
16. Administers the club's formal labor relations program with unionized employees
17. Creates and maintains organizational charts
18. Benchmarks the clubs' employee recruitment and selection processes with others in the industry and explores new strategies as appropriate
19. Develops and maintains a library of training resources specifically designed for each position
20. Establishes employee motivation and retention programs
21. Organizes employee activities such as the Holiday Party and other outings as appropriate
22. Organizes employee recognition functions
23. Compiles and adheres to departmental budget; takes corrective actions as necessary to help assure that budget goals are met
24. Oversees all work-related injury claims to ensure integrity, on-going case management and reporting compliance
25. Performs special projects as assigned by the General Manager

V. Reports to

General Manager

VI. Supervises

Human Resources Associate

Human Resources Department

I. Position

Human Resources Associate (6.2)

II. Related Titles

Personnel Assistant; Assistant Personal Director

III. Essential Functions

Assist the Director of Human Resources in administration, payroll, worker's compensation, employee data collection, processing and analysis.

IV. Additional Responsibilities

1. Completes special project tasks as assigned by the Director of Human Resources
2. Maintains club's personnel files
3. Assists with selected recruitment and selection activities:
 - prepares position vacancy advertisements and announcements
 - interviews prospective applicants
 - administers selection tests
 - schedules meetings with prospective supervisors
4. Plans and/or delivers applicable club-wide training programs
5. Follows all standards required by all applicable federal, state and/or other laws and regulations

V. Reports to

Director of Human Resources

VI. Supervises

No supervisory duties are included in this position