



Job Posting: BestSelf Behavioral Health

Job Title: Vice President of Human Resources

Reports to: General Counsel

Hours per week: 35 (full time)

The Vice President of Human Resources is directly responsible for the overall administration, coordination and evaluation of the Human Resource function and BestSelf, including:

Recruiting and staffing; employee relations; compensation and benefits administration; employee orientation and on-boarding; leave and termination administration; employee development and training; performance management and improvement systems, retention initiatives, organizational development, Human Resource compliance and audit; Agency policy development and documentation, Human Resource procedures, analytics and reporting.

In addition to the general duties listed below, the ideal candidate is expected to be a dynamic leader who will create an inspiring team environment with an open communication culture, set clear goals, motivate team members and foster team work and team building, monitor team performance, discover training needs and provide coaching, recognize high performance and reward accomplishments, and encourage creativity and risk-taking.

RESPONSIBILITIES:

- Maintain and enhance the Agency's Human Resources Department by planning, implementing, and evaluating human resource policies, programs, and practices.
- Develop, plan and evaluate Human Resources procedures and policies for the purpose of ensuring the Human Resources Department is operating effectively and efficiently.
- Responsible for development and ongoing management of all Human Resources department budget(s).
- Supervises and develops the staff of the Human Resources Department.
- Provide consultation to Executive Management on strategic staffing plans, compensation, benefits, employee relations, training and development, budget, and labor relations.
- Partners with management to communicate Human Resources policies, procedures, programs and laws.
- Oversee the recruiting, interviewing, hiring, orientation and onboarding of new staff.
- Coordinates exit interviews to determine reasons behind separations.
- Establishes the company wage and salary structure, pay policies, and oversees the variable pay systems within the Agency, including bonuses and raises. Monitors all pay practices and systems for effectiveness and cost containment.

- Leads competitive market research to establish pay practices and pay bands that help to recruit and retain superior staff.
- Assists in the developing and implementing of strategies and practices to promote diversity and inclusion in the workforce.
- Directs employee insurance programs (e.g. medical, dental, vision, voluntary short/long term disability), for the purpose of ensuring open enrollment, billing and claims, and that COBRA conversions are processed in a timely and accurate manner.
- With the assistance of the CFO, obtains cost-effective, employee serving benefits; monitors national/regional benefits environment for options and cost savings.
- Leads the development of benefit orientations and other benefit training.
- Recommends changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.
- Formulates and recommends Human Resources policies and objectives for the Agency with regard to employee relations.
- Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
- Conducts investigations when employee complaints or concerns are brought forth.
- Monitors and advises managers and supervisors in the progressive discipline system of the company. Monitors the implementation of a performance improvement process with non-performing employees.
- Reviews, guides, and approves management recommendations for employment terminations.
- Leads Agency compliance related to the Equal Employment Opportunity (EEO), the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), the Department of Labor, Worker Compensation, the Occupational Safety and Health Administration (OSHA), and so forth. Maintains minimal company exposure to lawsuits.
- Protects the interests of employees and the Agency in accordance with Human Resources policies and governmental laws and regulations. Consults with General Counsel as appropriate.
- Designs, directs and manages an Agency-wide process of organization development that addresses issues such as succession planning, superior workforce development, key employee retention, organization design, and change management.
- Directs a process of organizational planning that evaluates Agency structure, job design, and personnel forecasting throughout the Agency. Evaluates plans and makes recommendations to Executive Management.
- Maintains a Human Resource Information System (HRIS) that meets the Agencies information needs.
- Keeps Executive Management informed of significant problems that jeopardize the achievement of Agency goals, and those that are not being addressed adequately at the line management level.
- Acts as an advisor to administrators, managers and supervisors on issues related to employee discipline and employment for the purpose of ensuring consistent application of policy.
- Schedule and assigned duties are subject to change based on the needs of the program and the clients we serve.

REQUIRED KNOWLEDGE AND SKILLS:

- Prior experience as a Director or Senior Manager of a Human Resources Department at a large company or not for profit agency.
- Broad knowledge and experience in employment law, compensation, organizational development/ training, and employee relations.
- Above average oral and written communication skills.
- Excellent interpersonal and coaching skills.
- Demonstrated ability to lead and develop Human Resources staff members.
- Demonstrated ability to work with all levels of management (including Executive Managers and Board of Directors).
- Active affiliation with appropriate Human Resources networks/organizations and ongoing community involvement preferred.
- Possess ongoing affiliations with leaders in successful companies and organizations that practice effective Human Resources Management.

QUALIFICATIONS:

- Master's Degree in Human Resources or related field and at least 10 years of experience in the Human Resource leadership role.
- Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations, preferred.

COMPANY INFORMATION:

BestSelf Behavioral Health is an organization formed through the merger of Child & Adolescent Treatment Service and Lake Shore Behavioral in 2017. Both organizations served this community for a combined 120 years and are proven leaders in the innovative delivery of mental health and substance abuse disorder services in Western New York.

BestSelf has over 950 employees, with a \$74 million budget and served over 32,000 children and adults last year.

APPLICATION INFORMATION:

e-mail or scan your resume to:

lcretacci@bestselfwny.org

Attn: VP of Human Resources posting