



<b>Job Title:</b>	Human Resources Director
<b>Department:</b>	N/A
<b>Job Classification:</b>	Salaried (\$80,166 - \$113,986)
<b>Schedule:</b>	Full-Time
<b>Exemption Status:</b>	Exempt
<b>Reports To:</b>	President & CEO

## Job Summary

The Human Resources Director is responsible for administering, managing, and leading all aspects of the human resources functions within the organization. This is a hands-on role that requires a strategic leader with an extensive depth of expertise and knowledge in human resources who can independently handle the full spectrum of HR duties, including recruitment, employee relations, compliance, performance management, compensation, benefits, training, workforce development, and developing and implementing HR policies. The HR Director will play a key role in identifying innovative and efficient strategies to support and advance the overall business objectives and strategies.

## Essential Job Duties

1. Develop and implement the Human Resources Department to ensure that strategies are aligned with the company's goals and objectives.
2. Provide strategic direction and leadership for all HR initiatives to ensure that HR practices are supporting business needs.
3. Serve as a trusted advisor to the senior leadership team on HR-related matters, offering insights on workforce planning, organizational structure, and talent management.
4. Manage the end-to-end recruitment process, including job requisitions, job postings, resume screening, candidate interviews, and offer negotiations.
5. Develop and implement talent acquisition strategies to attract top talent and build a diverse workforce.
6. Administer the onboarding process to ensure new hires are effectively integrated into the company.
7. Foster a positive and inclusive workplace culture by proactively addressing employee concerns, mediating disputes, and providing conflict resolution.
8. Design and implement employee engagement initiatives, surveys, and recognition programs that promote employee satisfaction and retention.
9. Serve as a trusted resource for employees, providing guidance on company policies, procedures, and general HR inquiries.
10. Manage performance appraisal procedures, including goal setting, feedback, and performance reviews.



11. Guide managers and employees on performance improvement plans and corrective actions when necessary.
12. Identify training and development needs based on performance evaluations and provide recommendations for professional growth.
13. Administer and oversee the benefits program, including health insurance, retirement plans, and leave policies, ensuring compliance with applicable regulations.
14. Oversee compensation and benefits benchmarking to stay competitive and ensure equitable pay practices.
15. Monitor and ensure the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
16. Maintain up-to-date knowledge of legal developments in employment law and adjust company policies as needed to ensure ongoing compliance.
17. Evaluate the organization's training needs and create development programs that enhance employee skills, foster leadership growth, and support career advancement, including initiatives such as college courses, workshops, seminars, and e-learning opportunities.
18. Manage HR documentation, including employee records, contracts, performance reviews, and disciplinary actions. Maintain the utmost discretion and confidentiality in dealing with employee records and business information.
19. Develop and maintain HR metrics dashboards to track and measure the effectiveness of HR programs (e.g., retention, engagement, performance, recruitment success).
20. Develop and implement initiatives that promote employee well-being and a safe working environment.
21. Support business transformations or growth initiatives by providing HR expertise in areas such as change management, succession planning, performance and talent management, productivity, and workforce planning.
22. Provide input to the President & CEO during the budget process; identify staffing and recruiting needs; develop and execute best practices for hiring, talent management, and workforce development.
23. Analyze and evaluate benefits needs and trends; provide recommended benefit program strategies to the President & CEO.
24. Perform other related duties as assigned by the President & CEO, supporting the organization's overall business and HR objectives.

## **Other Job Duties & Responsibilities**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## **After Hours Responsibilities**

The incumbent in this position must have the ability to work additional hours, including weekends and evenings as occasionally required with or without significant prior notice.



## Minimum Education and/or Experience

1. Bachelor's degree in human resources management, business administration, or a closely related field; or equivalent combination of education and experience.
2. Human Resources Certification (e.g., PHR, SPHR, SHRM-CP, SHRM-SCP, etc.) preferred but not required.
3. Minimum 5+ years of human resources management experience is required.

## Required Qualifications (Knowledge, Skills & Abilities)

### ***Specific knowledge required to satisfactorily perform the functions of the position include:***

1. Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
2. Personnel and Human Resources (HR): Policies and practices involved in personnel/HR functions. This includes recruitment, selection, training, and promotion regulations and procedures; compensation and benefits packages; employee relations, and organizational development.
3. Law and Government: Knowledge of state and federal laws pertaining to human resources administration.
4. Confidentiality: Methods, techniques, and precautions for the proper handling of classified, confidential, and sensitive information.
5. Knowledge of general principles of local government operations.
6. Considerable knowledge of Microsoft Suite and Outlook.

### ***Specific skills required to satisfactorily perform the functions of the position include:***

1. Excellent planning, project management, prioritization, organization, and procedure writing skills are required.
2. Excellent interpersonal and public speaking skills.
3. Excellent verbal and written communication skills, including proofreading.
4. Self-starter who is motivated, proactive, professional, and driven by a positive action-oriented approach.
5. Highly accurate with attention to detail that can stand up to the scrutiny of internal and external auditors is a requirement in all aspects of the position.
6. Highly reliable and responsible while demonstrating sound judgement, integrity, thoroughness, discretion, and dependability.

### ***Specific abilities required to satisfactorily perform the functions of the position include:***

1. Ability to quickly learn organizational policies and procedures.
2. Ability to act and conduct tasks in an ethical and professional manner.
3. Ability to perform duties both independently and as part of a team, with sound judgement and initiative.
4. Ability to direct and manage various projects, administer policies and procedures, and adhere to comprehensive strategic plans.

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5. Ability to comprehend and prepare clear, concise, complex reports.
6. Ability to multi-task in a dynamic environment while working on multiple projects concurrently and properly prioritize tasks in a timely manner to meet deadlines.
7. Ability to become proficient in new applications for future growth and compliance.
8. Ability to respond to unplanned and high stress organizational situations calmly, quickly, and efficiently and to work in potential high stress situations for extended periods of time using critical thinking and problem-solving skills.
9. Ability to establish, build, and maintain effective working relationships with consultants, DEMEC staff, and DEMEC Members.
10. Ability to lead by example and inspire confidence.
11. Ability to maintain confidential information.
12. Ability to expand knowledge in a fast-paced industry and field.
13. Ability to successfully pass a State of Delaware background check.

## Physical / Environmental Demands

1. Requires the use of equipment standard for an office environment.
2. Incumbent frequently sits, walks, and stands for an extended period of time.
3. Must be able to lift and carry related materials or parts of at least 25 lbs. while adhering to safety standards.
4. Must be able to lift materials overhead to complete job tasks as needed.
5. Must be able to type on a keyboard, use a mouse, and view monitors for an extended period of time in an administrative setting.

## Certificates / Licenses / Registration

1. Requires a current valid driver's license.
2. Requires adequate personal and vehicle insurance as specified in the DEMEC Employee Handbook.

## Special Requirements / Company Culture

The Delaware Municipal Electric Corporation requires that all employees must consistently demonstrate their ability to be professional, courteous, and competent in all their interactions with the public, members, and fellow employees.

## Equal Employment Opportunity Statement

DEMEC commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. DEMEC'S policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.

*Human Resources Director  
Adopted 9/14/2023*

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**Signature:**

Reviewed and Approved by  
Supervisor

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(Print Name)

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(Signature)

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(Date)

Current Incumbent

\_\_\_\_\_

(Print Name)

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(Signature)

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(Date)

Date Job Description Created: 9/14/2023  
Date Job Description Approved: 9/14/2023  
Date of Most Recent Review:  
Date Job Description Amended: 11/11/2024

*Human Resources Director  
Adopted 9/14/2023*