



# Human Resources Director

Pay Grade 17

Opening Date: 07/10/2023 until filled

Salary **\$63,986 - \$105,293**  
DEPENDING ON QUALIFICATIONS

**POSITION SUMMARY:** The Human Resources Director will plan, lead, direct, develop, and coordinate all functions of the Human Resources office to ensure legal compliance and implementation of the organization's mission and talent strategy.

**MINIMUM REQUIREMENTS: (Any combination of education & experience that provides required knowledge & abilities)**

- Bachelor's degree in Human Resources, Business Administration, or related field required. Master's degree preferred.
- A minimum of five years in human resource management, SHRM-CP or SHRM-SCP highly preferred.
- Must be proficient in using Microsoft Word, Excel, and Power Point
- Must be Diligent and Firm with High Ethical Standards
- Must have a Valid Arkansas Driver's License
- Thorough knowledge of human resource management principles and best practices
- Knowledgeable in Employment Laws
- Must communicate tactfully and effectively
- Must be able to direct the activities of professional and technical employee

**APPLICANTS MEETING THE ABOVE MINIMUM REQUIREMENTS WILL BE EVALUATED FOR PREVIOUS TRAINING OR EXPERIENCE IN THE DUTIES, KNOWLEDGE, SKILLS AND ABILITIES DESCRIBED. THOSE APPLICANTS WHOSE TRAINING AND/OR EXPERIENCE BEST RELATE WILL BE GIVEN FIRST CONSIDERATION FOR THIS POSITION. APPLICANTS WILL BE EVALUATED ON THE LENGTH AND QUALITY OF WORK EXPERIENCE OF A RELATED NATURE IN PREVIOUS POSITIONS AND ON OTHER FACTORS SUCH AS:**

- Absenteeism records
- Current job performance ratings
- Reference from previous employers attesting to work habits, punctuality, reliability
- Academic record

APPLICANTS MUST HAVE THE ABILITY TO WORK WELL WITH SUPERVISORS, DEPARTMENT PERSONNEL AND THE GENERAL PUBLIC.

**SAMPLE OF DUTIES AND RESPONSIBILITIES:**

- Ensures compliance with all federal, state, and local employment laws and regulations
- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- Oversees the administration of HR programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Advises Department Supervisors on interpreting and applying organizational policy to ensure compliance with employee handbook.
- Oversees onboarding and exit process
- Serves as the primary contact for the worker's compensation program
- Prepares and follows budgets for human resource office operation
- Maintains knowledge of trends, best practices and new technologies in human resources, talent management and employment law.

APPLICANTS SHOULD SUBMIT A STANDARD NLR WASTEWATER UTILITY APPLICATION FORM TO:  
NORTH LITTLE ROCK WASTEWATER UTILITY, HUMAN RESOURCES DEPARTMENT  
POST OFFICE BOX 17898, NORTH LITTLE ROCK, ARKANSAS 72117

Applications can be filled out online @

[http://nlr.ar.gov/government/a\\_z\\_department\\_list/wastewater/wastewater\\_employment/](http://nlr.ar.gov/government/a_z_department_list/wastewater/wastewater_employment/)

North Little Rock Wastewater complies with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act, and applicable executive orders, federal and state regulations. North Little Rock Wastewater is committed to achieving a diverse workforce through application of its affirmative action, equal opportunity, and nondiscrimination policy in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training.