Job Title: Connecticut Education Association Human Resources Director
Division: Human Resources
Reports: Executive Director
Designation: Management

The CEA Human Resources Director shall initiate and coordinate all Human Resources programs and strategies. The Human Resources Director establishes, implements, oversees and evaluates these HR strategies, processes, programs and policies and works collaboratively with the management team.

The Director is responsible for all facets of the HR function, including but not limited to:
Providing HR services, planning and strategic integration, diversity and inclusion initiatives, labor and employee relations, talent acquisition, employee engagement, human resources information systems, budget management, interpretation and compliance with collective bargaining agreements, contract negotiation, adherence to employment laws and regulations, performance management, workforce training and development, benefits administration, compensation, statistical/analytical reporting, and deployment of staffing resources to meet temporary and project staffing needs.

**Essential Performance Responsibilities:**

- Manage and provide strategic direction in all facets of the HR function.
- Develop and direct consistent personnel practices for employment, salary/wage placement, employee relations and termination
- Direct the organization's efforts in the creation of legal, ethical and required employment practices and procedures
- Oversee the implementation and compliance of all employment practices and procedures
- Ensure all Human Resource practices comply with federal and state law
- Maintain and update a comprehensive employee data/personnel file, including evaluations, leaves of absence and related matters
- Work collaboratively with the management team to design, communicate and implement employee benefits programs
- Direct and coordinate Human Resources activities to ensure that each employee is treated fairly and equitably
- Provide interpretation of collective bargaining agreements on internal labor relations and employment issues
- Serve as the negotiator and/or assist the negotiator in the formal process of negotiating agreements with CEA’s collective bargaining units
- Oversee and plan opportunities for professional development and various employee training, for staff management, and governance, in collaboration with management that includes DEI training programs and management organizational training budget
- Devise HR strategies that support an organization culture of diversity and inclusion, collaboration, employee engagement, teamwork, high performance, achievement and job satisfaction, and succession planning
• Develop and implement communication strategies to support, recognize and celebrate employee achievement and to promote employee engagement
• Serve as the administrative liaison to all collective bargaining units ensuring open communication and dialogue at all times
• Provide advice and resources to managers and employees to improve the system of employee feedback and evaluation
• Oversee compliance on benefits, including annual mandated state and federal reporting
• Serve as a fiduciary on the 401k, Retirement/Pension and Taft-Hartley Fund
• Possess signatory authority for all expenditures except those related political activities and special interest programs
• Assure efficient and timely implementation of HR tasks related to benefits and health insurance compensation, payroll, employee data, and financial and management reporting
• Help to craft and manage the annual budget
• Keep abreast of “HR Best Practices,” all state and federal laws, regulatory and compliance changes and trends impacting HR
• Maintain a library of legal and other reference materials concerning Human Resources issues for use by management and staff
• Serve as a member of the CEA Management Team
• Perform other duties as assigned by the Executive Director

Qualifications:
• Minimum of 8 years of human resources management experience.
• Training and experience in compliance, interpretation of contracts, personnel management practices, information management and insurance.
• Experience leading organization-wide initiatives and project/change management.
• Experience with diversity and inclusion, including the recruitment and retention of a diverse staff team.
• Experience in the design and implementation of employee training and development strategies to achieve organizational goals.
• Experience with performance management.
• Excellent problem solving skills.
• Ability to mediate in conflict situations.
• Ability to facilitate change.
• Proven successful management of people and projects.
• Excellent oral, written and interpersonal communications skills.
• Collaborative leadership style.
• Understanding of and commitment to a pro-labor and pro-public education agenda in legislation and policy.
• Master’s degree in HR Management, Psychology, Business or a related field or any equivalent combination of education and experience which provides the required knowledge, skills and abilities to perform the essential functions of the position.
• Available to work nights and weekends.