

Director, Human Resources and Organizational Development
Full-Time, Exempt, Salaried

The Fund for Public Health in New York City (FPHNYC) is a 501(c)3 non-profit organization that is dedicated to the advancement of the health and well-being of all New Yorkers. To this end, in partnership with the New York City Department of Health and Mental Hygiene (DOHMH), FPHNYC incubates innovative public health initiatives implemented by DOHMH to advance community health throughout the city. It facilitates partnerships, often new and unconventional, between government and the private sector to develop, test, and launch new initiatives. These collaborations speed the execution of demonstration projects, effect expansion of successful pilot programs, and support rapid implementation to meet the public health needs of individuals, families, and communities across New York City.

POSITION OVERVIEW

The Director of Human Resources and Organizational Development (DHROD) reports to the Director of Finance and Administration and leads the *people* and *culture* function for FPHNYC.

The DHROD is directly responsible for the overall administration, coordination and evaluation of the human resources and organizational development functions at FPHNYC. This leader provides strategic leadership in all matters related to the assessment of organizational needs and the design, implementation and evaluation of programs that facilitate the professional development and continuous learning of team members. The DHROD is also responsible for the institution's overall improvements to organizational effectiveness, including organizing and monitoring efforts in process improvement, facilitating change and measuring progress.

Additionally, the DHROD develops, implements and monitors programs that promote diversity within the organization. This role is responsible for developing training and initiatives to create and foster an open and inclusive environment. The ADHROD serves as the ombudsperson for diversity issues.

The DHROD must be highly effective in working with individuals and teams; have the ability to focus on results while appreciating process; and be skilled at driving decision making and implementation.

Key Focus Areas

1. Organizational design and development
2. Diversity and Cultural Awareness
3. Benefits and Compensation
4. Relationship Management
5. Employee and Labor Relations
6. Compliance with Labor and Employment Laws
7. Talent Acquisition (Recruiting & Staffing)
8. Training & Staff Development
9. Workplace Safety
10. Digital Technologies: HRIS, Payroll and all other HR-related Platforms

RESPONSIBILITIES

Include but are not limited to the following:

- Develops, implements, and evaluates FPHNYC's HR and OD functions.
- In partnership with FPHNYC's leadership team, builds and strengthens organizational culture.
- Champions an environment of equality, diversity and empowerment.
- Evaluates impact of new programs/strategies and regulatory actions in regards to attraction, motivation, development, and retention of team members.
- Manages organizational development (OD) strategies and processes.
- Leads the development of policies and programs to attract, retain and promote a diverse workforce for the organization.
- Introduces diversity initiatives and considers the unique needs of the organization.
- Develops training schedules to educate employees and managers on how to recognize, accommodate and appreciate individual differences and how these can be bridged back to assist in meeting organizational goals.
- Develops progressive compensation and benefits programs.
- Develops innovative human resource development/training strategies.
- Develops appropriate policies and programs for employee relations, such as creating a harassment-free environment, sexual harassment prevention, employee complaints resolution, and employee engagement.
- Oversees the annual performance evaluation process.
- Provides technical expertise, training, and mentoring of HR team.
- Seek new ways to improve FPHNYC's HR and OD processes, including tracking and systems through digital platforms.
- Oversee other areas such as employee communication, and employee safety and health.
- Budget and financial management of the Human Resources Department.

Policy Development/HR Policies and Procedures

- Provide advisement, input and writing during the development and fine-tuning of FPHNYC policies.
- Assist with the communication of FPHNYC policies to employees.

Organizational Development and Process Improvement

- Work to improve the efficiency and effectiveness of the organization; furnish well- researched solutions and recommendations for decision-makers.
- Change management and conflict resolution consulting and training.
- Oversee, communicate and support an employee development/recognition program.

Human Resources Budget Management

- Hold responsibility for the HR budget lines in FPHNYC's annual budgeting process.
- Exercise fiscal maturity in the utilization of FPHNYC's resources.

Recruitment/On-Boarding/Off-Boarding

- Take lead on all appropriate recruitment efforts, assisting with job descriptions and sourcing candidates.
- Provide advisement for all recruitment efforts, including those not fully executed through HR.
- Conduct initial screenings as needed, assembling a candidate pool of diverse and highly qualified individuals.
- Participate in interview process alone and in-group settings as needed.
- Orchestrate the on-boarding process for new employees, including initial welcome and explanation of benefits, all related paperwork, enrollments, systems training and introduction to relevant departments for peripheral on-boarding.
- Manage the entire off-boarding process for all resignations and terminations.

Legal Matters

- Work with FPHNYC Legal Counsel or acquire legal advisement as needed for pertinent matters.
- Communicate concerns about legal matters with Director of Grants and Finances and Deputy Director as needed.
- Take lead on state registrations, including tax and unemployment accounts.

Conflict Management/Mediation

- Provide an open-door environment for FPHNYC employees to speak confidentially, as needed.
- Offer non-legal advisement to employees around matters of supervisory and inter-departmental conflict.

The Director of Human Resources and Organizational Development is a proven leader and has a wide variety of experiences in all of the functional areas of HR and OD and integrates all of those functions with the mission, vision and values of FPHNYC.

- Bachelor's degree in human resources, sociology/psychology or public/business administration
- Minimum of 7 years progressive experience in an HR leadership role, including direct experience and broad knowledge in the following:
 - Strategic initiatives
 - Management responsibilities
 - Recruitment strategy
 - Utilizing technology to enhance and measure the results of human resources programs
 - Training and development
 - Culture and organization development/change management
 - Employee engagement and staff relations

- Knowledge of local (NY) labor laws
- Policy development and guidance
- Performance management
- Compensation and benefits development
- Conflict management that includes influencing, collaboration, facilitation and negotiation skills
- Safety programs
- Comfortable managing change.
- Ability to self-lead in the workplace with natural commitment to continuous improvement.
- Able to communicate effectively verbally and in writing.

SALARY AND BENEFITS

FPHNYC offers a comprehensive benefits package. The salary range for this position is commensurate with experience and salary history.

TO APPLY

To apply, send resume, with a thoughtful cover letter, including current/most recent salary and how you became aware of this opportunity (job portal, referral, etc) to publichealthjobs@fphnyc.org indicating “**DHROD_your name**” in subject line. No phone calls or snail mail.

Application deadline is July 3, 2018 at 5:00pm, ET

The Fund for Public Health in New York City is an Equal Opportunity Employer and encourages a diverse pool of candidates to apply.