



CLINTON, EATON, INGHAM & SHIAWASSEE Counties

CACS is an Equal Opportunity Employer.

**CAPITAL AREA COMMUNITY SERVICES, INC.  
Notice of Job Posting**

**TO:** All CACS Employees, Volunteers and General Public  
**FROM:** Danielle Cross, Human Resources Director  
**DATE:** December 20, 2018

Applications are now being accepted for the following position at Capital Area Community Services:

**Human Resources Director (1 Position)  
Office Location: 101 E. Willow St. Lansing, MI 48906**

All qualified applicants should email a resume with an attached cover letter to:

[danielle.cross@cacsheadstart.org](mailto:danielle.cross@cacsheadstart.org) or by mail to:

C.A.C.S., Inc. Head Start  
101 E. Willow Street  
Lansing, Michigan 48906  
Attn: Human Resources

**Internal applicants must submit a letter of interest by close of business Friday, December 28, 2018 in order to be considered. This position will remain posted until filled.**

All applicants tentatively selected for this position will be required to submit to a urinalysis to screen for illegal drug use and a pre-employment background check after offered employment.

**PLEASE NOTE:** C.A.C.S., Inc. is an equal opportunity employer and promotes career advancement opportunities. This is a simultaneous Internal/External Posting pursuant to CACS Policies and Procedures.

*" A Community Action Agency "*

Capital Area Community Services will not discriminate against any individual or group in employment or services because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. In addition, CACS will provide reasonable accommodations for access to services/employment.

101 EAST WILLOW STREET • LANSING, MICHIGAN 48906-4894  
TELEPHONE (517) 482-6281 • TDD 800-649-3777

# C.A.C.S. INC. JOB DESCRIPTION

**Division:** Agency  
**Job Title:** Human Resources Director  
**Classification:** Professional  
**FLSA:** Exempt

## **Job Summary:**

The Human Resources Director is a strategic business partner to the programs operated by Capital Area Community Services. From hire to retire, the HR Director oversees the employment life cycle for all employees including: recruitment, hire, performance management, training, leaves of absence, compensation, and retirement.

## **I. Job Requirements:**

- Education and/or certification:
  - Bachelor's degree in Human Resource Management or a related field.
  - Minimum of 5 years of work experience in a Human Resources department with at least 2 years of business partner/supervisory, or equivalent, work experience.
  - Exceptional knowledge of employment law, performance management and talent acquisition.
  - Preferred background in ABRA HR data-based system or an equivalent HR system.
- Must undergo and satisfactorily pass pre-employment screening at the time of hire and periodically thereafter pursuant to federal and state laws, Head Start Performance Standards, and Agency Policy and Procedures, including:
  - Federal criminal history search with fingerprinting
  - Physical examination, Tuberculosis (TB) test and drug screen
  - Valid Michigan Operator License or State ID
- Must possess the ability to:
  - Keep current on professional licenses and certifications as needed.
  - Work on multiple tasks and be able to organize and prioritize tasks efficiently.
  - Properly stoop, bend, lift, climb stairs, and expend moderate physical exertion.

## **II. Professional Expectations:**

- a. Maintain professional confidentiality.
- b. Attend all required meetings, conferences, trainings, etc.
- c. Adapt to a variety of situations.
- d. Personal appearance is neat and appropriate.
- e. Participate in annual Self-Assessment and Peer Review process.
- f. Maintain personal attendance as defined by Notice of Appointment.
- g. Accept responsibility for own words and actions.
- h. Respect team, program, families and community members.
- i. Work openly and cooperatively in a team effort approach.

## **III. Policy requirements:**

- a. Follow all federal regulations as imposed on grantees including Head Start Program Performance Standard.
- b. Follow Michigan Child Care Licensing Regulations and all other state regulations.
- c. Adhere to CACS Personnel Policies and Procedures
- d. Adhere to CACS Program Manual and Mission Statement.
- e. Follow universal precaution.

*Essential Functions (not exhaustive and may be supplanted)*

## **IV. Communication and interpersonal relationship skills expected:**

- a. Communicate clearly and accurately when writing and speaking, as well as utilizing office equipment (computer, printer, copier, etc.)
- b. Share information with the administrative team, supervisor, and/or support staff regarding areas of success, concern and those which may have an impact on the program.
- c. Communicate regularly with supervisor regarding any changes in work schedule, supply and equipment needs or any issues or concerns.
- d. Distribute program materials in a timely manner.

- e. Follow administrative and supervisory directives, verbal or written.

**V. Program Services:**

- a. Supervises Human Resources Assistant and others as assigned, ensuring responsibilities are carried out efficiently and in a timely basis.
- b. Oversees and participates in the hiring process for all internal and external hires. Including, posting positions, conducting interviews, background checks, offering positions, and new hire orientation.
- c. Conducts a general New Staff Orientation that includes the completion of all required employment paperwork, staff identification badge, training on the CACS, Inc. Personnel Policies and Procedures Manual.
- d. Establishes an individual personnel file for each new hire making sure the required information is collected and ready for review by the appropriate governing body for approval. Maintains personnel and medical files ensuring all necessary information is filed appropriately.
- e. Completes and submits all payroll changes to the Finance Department accurately and in a timely manner including step raises, promotions, temporary job placements, resignations, terminations, leaves of absences, etc.
- f. Manages the leaves of absence process including FMLA, ADA and Worker's Compensation.
- g. Assists Managers in the annual return-to-work process by sending out letters; setting up annual bus driver physicals; contacting affected employees when a permanent layoff will occur; puts packets of required paperwork together; attends each departments' "Welcome Back" meeting to discuss any new HR updates and to distribute their packet.
- h. Stays current on employment law issues and best practices; advises management staff of changes. Attends Supervisory Meetings to train supervisors on any new labor laws or best practices. Monitors labor law posting requirements and updates each site when necessary.
- i. Advises managers and supervisors on performance management including content of disciplinary notices, approving notices, assisting managers and supervisors with face to face meetings with employees, and ensuring personnel files are up to date.
- j. Assists managers and supervisors in maintaining up-to-date job descriptions and evaluations for each position.
- k. Assists in the annual revision of CACS Personnel Policies and Procedures Manual. Maintains on-going changes and suggestions, makes recommendations for changes based on federal and state laws.
- l. Ongoing interpretation of the policies for all staff of CACS.
- m. Compiles and maintains accurate data on salaries and benefits used annually in preparation for the grant proposal.

**VI. Documentation:**

- a. Proofreads and edits documents for appropriate and consistent format, accuracy of data, correct punctuation, spelling and grammar.
- b. Organizes and prioritizes all tasks so they may be completed in a timely and accurate manner.

**VII. Other:**

Assist with other duties as defined and/or requested by an Administrator or Supervisor when additional work is necessary to fulfill the obligations of the program.