



Human Resources (HR) Director

Community Action Partnership of Hennepin County (CAP-HC) is a 501(c)(3), non-profit organization that helps people with lower incomes navigate crisis situations, build stability, and lift themselves out of poverty. Our community-centered programs, services, and partnerships address immediate needs and support Hennepin County residents on their path to prosperity. Our mission is to partner with the community to provide effective and responsive services to reduce the impact of poverty in Hennepin County.

As the **HR Director**, you will be responsible for providing human resources leadership across CAP-HC and organizing all human resource activities of the organization. This position will oversee daily HR operations and will be responsible for aligning key organizational and strategic objectives with leadership and employees. As a member of the Leadership Team, the HR Director provides consultation to management, serves as an employee champion, assesses and anticipates HR needs, communicates needs proactively, and seeks creative solutions. This position is also responsible for the oversight of the following core functional areas of HR: benefits administration, employee relations, training and development, performance management, onboarding, policy implementation, talent acquisition, affirmative action, and employment law compliance.

Location: CAP-HC is based in St. Louis Park, MN and serves all of Hennepin County

Responsibilities

HR Leadership

- Manage strategic and tactical items for the following core functional areas of HR: benefits administration, employee relations, training and development, performance management, onboarding, policy implementation, talent acquisition, affirmative action, and employment law compliance.
- Foster a strong employee-centered environment where everyone feels valued and heard.
- Partner closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- Provide day-to-day HR support to management and employees.
- Partner with Leadership on workforce and succession planning.
- Analyze trends and metrics to develop solutions, programs, and policies.
- Manage all employee relations issues by partnering with appropriate individuals.
- Provide day-to-day performance guidance to management (coaching, employee counseling, performance management).
- Develop, coordinate, and monitor HR department policies, plans, and procedures to assure compliance with the agency mission, vision, values, and strategic plan.
- Maintain in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance.
- Review and manage human resource-related policies to maintain compliance with all applicable laws and regulations and to achieve and sustain a highly engaged, motivated, and diverse workforce.
- Primary liaison for legal counsel services as needed for employment
- Participate on committees and special projects and seek additional responsibilities.

HR Operations

- Develop and maintain affirmative action program
- Maintain accurate and complete employee files with all required materials.
- Maintain Paycor HRIS data base that meets the organization's personnel information needs.
- Develop and oversee the onboarding process and procedure and provide orientation to new staff.

Talent Acquisition

- Develop recruiting strategies and manage the full lifecycle of recruitment for CAP-HC.
- Plan and implement a staffing plan; develop and oversee the revisions of job descriptions for all staff; and facilitate recruitment, screening, hiring, and training of all staff, seeking highly effective, diverse employees.



Benefits Administration & Compensation

- Perform benefits administration, including claims resolution, change reporting, approving invoices for payment, and communicating benefit information to staff.
- Manage benefit broker and vendor relationships.
- Manage, plan, and execute annual open enrollment.
- Assist executive management in the annual review, preparation, and administration of the organization's wage and salary program.

Training, Development, and Performance Management

- Develop and oversee the performance appraisal management process and provide training and direction on effective completion of the self-appraisal and annual work plan.
- Identify and implement training and development needs and objectives for management and employees

Skills Requirements

- Ability to maintain high level of integrity, professionalism, and ethical behavior with proven track record of securing the confidentiality of employee matters.
- Strong written and verbal communication skills.
- Ability to communicate effectively in both written and verbal form with all levels of the organization.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Strong attention to detail and organizational skills with proven ability to meet deadlines.
- Ability to manage multiple priorities.
- Knowledge of Microsoft Office Suite: Outlook, Word, Excel, and PowerPoint.
- Knowledge and experience of HRIS systems.

Experience/Education Requirements

- Bachelor's degree in Human Resources or related field
- 5-10 years' experience in progressive HR roles
- Master's degree (preferred not required)
- Society for Human Resource Management (SHRM), Senior Certified Professional (SHRM-SCP), or SHRM Certified Professional (SHRM-CP) credential. (Preferred not required)
- Experience in change management practices and multiple human resource disciplines, including compensation practices, organizational diagnosis, employee relations, diversity, performance management, and federal, state, and local employment laws.

How to Apply

To apply, please complete the application process here: [Job Application | Community Action Partnership of Hennepin County](#)

Make sure to:

1. Upload your resume (if available)
2. Identify which position you are applying for

More about Community Action Partnership of Hennepin County

CAP-HC was established in 1986 and is part of the Community Action Network, a 1,000-agency strong network committed to poverty reduction. We value: Building Relationships, Creating Opportunity, Eliminating Barriers, Equity and Inclusion, Responsible Stewardship, and Strengthening Communities.

CAP-HC is an Equal Opportunity Employer and acknowledges that equal opportunity for all persons is a fundamental human value. CAP-HC will provide equal opportunity in employment and advancement opportunities to all persons; and will provide access to, admission to, full utilization and benefit of training and promotional opportunities without discrimination because of race, color, creed, age, ancestry, religion, national origin, sex, gender identity, disability, sexual orientation, marital or familial status, or public assistance status, membership or activity in a local commission, or any other characteristic protected by law. Every person making application for, currently employed by, or applying for further vacancies in CAP- HC will be considered on the basis of individual ability and merit.