



Human Resources Director

Position Number: HRD.1123

Cancer Research and Biostatistics (CRAB) is a non-profit organization whose purpose is to help conquer cancer and other diseases through the application of biostatistical principles and data management methods.

Position Summary:

The Human Resources (HR) Director is a standalone position having overall responsibility for the HR functions for CRAB. Under the supervision of the Chief Executive Officer, the HR Director establishes sound procedures and practices to support effective company management. The HR Director ensures policies, procedures and HR programs are consistently administered, aligned with organizational goals, and compliant with professional standards, state and federal regulatory requirements and laws. This position plans, manages and coordinates all human resources initiatives: recruitment, compensation, benefits, training and employee relations of the organization. Additionally, the HR Director is responsible for all HR administrative duties. The HR Director advises and coaches on HR policies and programs including employee relations issues, and in addition manages daily departmental operations, planning and development of HR programs. This position leads and provides oversight in the contexts of hiring, discipline, termination/separation, training, safety, compensation, benefits, leave, and other HR functions. This includes guiding management, supervisors and staff on the laws and regulations governing HR and employment policies and practices. The HR Director will be available to all employees to discuss human resources matters.

Primary Duties and Responsibilities:

- Provides strategic partnership to CEO and leadership team to drive company goals
- Administration of all HR department functions
- Management and administration of the employee life cycle: recruitment, hiring, and termination/separation process to ensure compliance with all federal, state and local laws and regulations, and to attract and retain well qualified staff
- Ensures compliance with all applicable federal, state, and local laws and regulations
- Develops and maintains employee handbook, supervisor guidelines, SOPs and other materials relating to human resource functions across the organization
- Manages employee relations issues, providing advice and counsel to supervisors and employees in the best interests of CRAB and its employees
- Assesses and address training and development needs for leadership, management, and supervisory staff
- Coordinates, develops, and provides training for supervisors and employees in HR related topics such as progressive discipline, harassment, basic management principles, etc.
- Oversees benefits contracts to ensure competitive benefit programs, and yearly employee benefit enrollment.
- Completes monthly benefit reconciliation for medical, dental, and vision coverage, and maintains benefits records
- Manages and ensures compliance with applicable policies and regulations for the administration of all employee leaves: (FMLA, WA PFML, Disability, and personal leaves)

- With overview from Officers and outside consultants, develops and manages compensation program and salary structures, job description families, employment status, and position evaluation
- Leads and develops performance management and appraisal guidelines, systems, and review cycles
- Oversees affirmative action reporting; files EEO-1 report annually; maintains other records, reports and logs to conform to EEO regulations
- Implements and maintains HRIS database and all HR files
- Performs other duties as related to providing quality program direction and to the mission, goals, and values of CRAB
- Maintains job descriptions on CRAB Intranet
- Submits and processes purchasing requests
- Serves as a back-up to the Plan Administrator for the CRAB Retirement plans

Required Qualifications:

- BA/S degree in Human Resources or related function
- PHR, SHRM-CP, or equivalent certificate
- Ten years of demonstrated human resources management experience that includes benefits administration and talent acquisition
- Comprehensive knowledge of HR laws and regulations (local, state, and federal)
- Demonstrated experience working with executive level management
- Outstanding interpersonal relationship building and employee coaching
- Strong team leadership and management skills
- Experience supervising staff
- Excellent verbal and written communication skills
- Ability to take initiative, prioritize and meet deadlines
- Demonstrated excellent time management, organizational, and problem-solving skills
- Proficient with Microsoft Office
- Experience with HRIS setup and implementation
- Experience with process improvement and documentation

Desired Knowledge, Skills and Abilities:

- Experience working for a non-profit organization preferred

This is a full-time position and is Exempt from state and federal overtime regulations. Employment authorization is required. Travel / relocation expenses will not be provided for this position. CRAB is an Equal Opportunity Employer.

The salary range for this position is \$110,000 to \$130,000.

In your cover letter, describe how your skills and experience match the qualifications for the position.

To apply, submit resume and cover letter with position number via mail, fax or email to:
 Cancer Research and Biostatistics
 Attn: Hiring Coordinator
 1505 Westlake Ave N
 Suite 750

Seattle, WA 98109
crabjobs@crab.org

Posting Date:

Closing Date: