



HUMAN RESOURCES DIRECTOR

Southeast Louisiana Flood Protection Authority – East

Salary: \$88,000-\$110,000 (Annual) Job Type: Unclassified

Reports to: Regional Director Parish: Orleans

The Human Resources Director for the Southeast Louisiana Flood Protection Authority- East is responsible for directing and managing all facets of a comprehensive human resources management program, including implementing and promoting human resources values by planning and managing all human resources related programs and policies. Areas of responsibility include recruitment, selection and placement, compensation, employee relations, equal employment opportunity, employee benefits, employee training, disciplinary and grievance proceedings, and safety and risk management.

Qualifications

- A baccalaureate degree plus 10 years of professional level human resources experience
- Certification by the Society for Human Resource Management (SHRM). SHRM-SCP or SHRM-CP

55%- Employee Selection, Compensation and Organizational Management

- Directs all facets of SLFPA-E's comprehensive human resources management program and staff
- Reviews program operations and determines need for new or revised policies or procedures. Establishes and directs the implementation of policies
- Develops organizational strategies by identifying and researching human resources issues; contributing information, analysis and recommendations to foster organizational strategic thinking and planning; and establishing human resources objectives in line with organizational objectives
- Oversees recruitment activities necessary to ensure the best qualified applicant pool for vacancies
- Manages the drug testing program for SLFPA-E and its member districts
- Responsible for monitoring authorized agency vacancies and works with management to ensure that proper authorization, including budget approval is secured prior to posting and filling vacancies. Ensures that vacancies are promptly posted upon approval of the appointing authority
- Ensures that all vacancies are posted and filled in accordance with SCS rules and policy
- Upon receipt of profiles from SCS, promptly provides same to the hiring manager
- Assists managers in establishing effective structured interview procedures. May participate in agency interviews as requested.

- Establishes, implements and monitors procedural accountabilities to ensure that all HR functions are handled in accordance with SCS rules and policy, state and federal laws and agency policy. Ensures that all personnel actions are promptly reported in compliance with SCS rules.
- Evaluates agency turnover and potential turnover based on retirement eligibility to identify potential staffing issues. Works with agency management to establish a succession plan and methods to capture institutional knowledge to ensure ongoing agency effectiveness.
- Responsible for establishing and maintaining an effective Records Management program, ensuring that personnel records are maintained in accordance with Secretary of State, SCS and agency requirements. Ensures proper segregation of public and confidential records.
- Serves as the classification and compensation manager, establishing procedures to ensure that job descriptions are accurately developed and updated in accordance SCS policy. Works with agency management to address organizational issues, ensuring that employees are properly allocated and compensated for work performed. Provides guidance on reorganizations, reallocations, layoff, layoff avoidance and other business functions.
- Ensures that all classification and organizational changes are carried out in accordance with SCS rules and agency policy.
- Attends SCS Commission meetings, HR Director Meetings and other professional meetings to remain updated on rules, policy and laws affecting classification and compensation. Ensures that agency management and employees are informed of changes impacting them as appropriate.
- Evaluates recruiting/retention difficulty and makes recommendations for needed special entrance rates. Assesses qualifications of individuals recommended for hire and assists management in determining appropriate salary offers under SCS Rule 6.5(g) for those with extraordinary qualifications and credentials. Assists management with guidance on special pay mechanisms to address employee pay issues, including optional pay adjustments, matching job offers, etc.
- Ensures that positions have the proper FLSA designation and that overtime is compensated in accordance with same. Establishes and updates overtime policy as appropriate.
- Coordinates with the Finance department on reporting of personnel actions to ensure timely payments for appointments, promotions, performance adjustments, leave payment upon separation, etc. and processing of discipline (suspensions, reductions in pay, etc.)
- Develops Employee Recognition Policy and ensures that any rewards are made in accordance with SCS rules and SLFPA-E policy. Accesses the effectiveness of the policy and as appropriate makes recommendations for addition of awards, revision of policy, etc., and secures SCS Commission approval of revisions.
- Manages the preparation of the annual Affirmative Action Plan. Ensures that each levee district prepares their plan and submits timely. Analyzes each report to determine any areas of concern and makes reports to SLFPA- E management on same.
- Ensures that the annual pay report to SCS is prepared and submitted accurately and timely.
- Prepares the agency's position relative to highly complex benefits issues. Represents the agency and provides testimony at administrative hearings regarding controversial unemployment and worker's compensation matters.
- Develops and administers layoff/layoff avoidance plans. Represents the agency in meetings

with Civil Service staff to discuss layoff or layoff avoidance activities. Explains layoff/layoff avoidance activities to agency employees, supervisors and managers. May appear as agency representative before Civil Service Commission members regarding proposed plan.

- Represents the agency at meetings relative to organization of new units and reorganization of existing units. Proposes alternative organizational plans based on knowledge of Civil Service rules and policies. Advises agency management of the advantages and disadvantages of alternatives and recommends a course of action. Acts as liaison between agency management and Civil Service representatives in implementing reorganization plans.
- Reviews and approves disciplinary actions recommended by supervisors or lower level human resource professionals. Consults with agency legal counsel to address issues that may involve complicated legal ramifications.
- Directs the investigation of complaints filed within the agency and charges filed through federal agencies. Consults with legal staff. Review results and recommends a course of action to agency management.

20% - Training

- Establishes effective employee orientation program for new hires. Presents information and/or coordinates presenters.
- Evaluates the macro-level effectiveness of programs; redesigns programs and implements program enhancements to meet organizational needs.
- Identifies organizational needs and relevant business improvement processes and designs staff development program curricula that promote greater learning within the organization. Serves as a subject matter expert for new topics and delivers educational sessions for HR practitioners, executive management, and others.
- Serves as CPTP coordinator or appoints staff member to serve, ensures that employees comply with training requirements. Maintains records of training. May recommend additional training for employees or supervisors to enhance their skills and knowledge.
- Develops, presents, records and tracks training on labor laws including FMLA, ADA, FSLA, and EEO. As appropriate develops and presents other training including workplace violence, performance planning and review, ethics and other agency policy training.
- Identifies and recommends other needed training to develop employees, enhance employee knowledge and effectiveness.

5% - Performance Management

- Provides guidance and counsel to agency management on addressing employee performance and/or behavior issues.
- As needed conducts investigations and interviews with employees on issues. Recommends appropriate actions to address identified concerns.
- Responsible for managing agency compliance with federal labor laws including the Americans with Disabilities Act, Family Medical Leave Act and EEO. Develops or revises associated policies as needed.
- Develops SLFPA-E Grievance Procedure, providing information and guidance to employees and management. Makes recommendations for appropriate methods to handle employee

grievances, updates policy as needed and maintains grievance records.

- Develops and implements SLFPA-E Performance Evaluation System policy in accordance with Chapter 10 of the SCS rules. Prepares annual PES report to SCS. Provides recommendations to rating supervisors on development of effective performance measures and expectations. Ensures that appropriate actions are taken to address non-compliance by supervisors.
- Ensures that annual market adjustments are granted to eligible employees in accordance with SCS rules upon approval of the appointing authority.
- Serves as point of contact with SCS on employee appeals. Works with Executive Counsel to coordinate information needed for hearings. Maintains records of appeals.
- As directed by Executive Counsel, assists in gathering of documents, records, etc., for pending lawsuits and/or public records requests. May prepare or assist in the preparation of responses to EEOC charges.

5% - Employee Benefits Management

- Ensures that staff provides information and assistance to employees on retirement, including eligibility for participation, disability retirement, survivors' benefits and eligibility for retirement, DROP, IBO, etc. Coordinates with Finance department to report employee enrollment or completion of DROP participation to ensure timely start and stop of contributions.
- Manages annual benefits open enrollment and ensures that insurance documents are accurately completed and submitted timely. Ensures that OGB master user is properly trained and that OGB monitoring reports are reviewed and completed to address any outstanding issues. Coordinates with Finance to ensure that appropriate premiums are deducted.
- Serves as liaison with the Deferred Compensation Program and ensures that employees are provided appropriate information on the program. Acts as liaison on unemployment claims.

5% - Safety and Risk Management

- Oversees risk management and safety staff to coordinate worker's compensation claims.
- Provides training on safety and accident prevention or assists in same as required.
- Ensures that accidents are properly reported. Works with risk management staff to identify safety concerns and develop methods to eliminate risk.

5% - Administrative

- Responsible for managing the SLFPA-E Human Resources Department by recruiting, selecting, orientating, training, coaching staff. Recommends appropriate measures to address subordinate performance/behavior issues, disciplinary or otherwise (training, etc.).
- Establishes and approves schedules for subordinates to ensure proper customer service is maintained. Approves leave for subordinate staff.
- Establishes effective and quantifiable performance measures for subordinates. Monitors performance and promptly addresses issues. Prepares performance evaluations.
- Creates production, quality and customer service strategies to enhance human resource service to management and employees. Monitors progress and addresses any issues.
- Responsible for estimating, forecasting and recommending human resource financial needs

for budgetary purposes to ensure that effective service is provided.

- Supports management by providing human resource advice, counsel, and recommendations.
- As assigned provides reports, guidance, etc. at board meetings.
- Monitors legislation that impacts human resource procedures and makes recommendations to the Executive Counsel and Regional Director for appropriate action to ensure compliance or guidance on the impact of proposed legislation.

5% - Other Duties

- Performs other duties as assigned by the Regional Director.
- The Southeast Louisiana Flood Protection Authority - East (SLFPA-E) and its constituent levee districts is a disaster emergency-oriented agency. Part of SLFPA-E's mission is to ensure the physical, operational and financial integrity of the regional flood risk management system, and to protect the residents of the Greater New Orleans area from tidal surge, wind-driven water and river flooding. In emergencies like Mississippi River flooding, Hurricane/Tropical Storm or storm surge events, as determined by the Appointing Authority, the incumbent will be on call and must report for duty if so required, remaining on duty in such situations until released from duty by the Appointing Authority.

Email cover letter and resume to hr@floodauthority.org.