



BROOKLYN FRIENDS SCHOOL

DIRECTOR OF HUMAN RESOURCES

THE POSITION

Brooklyn Friends School (BFS) is now accepting applications for its newly created position, Director of Human Resources. The ideal candidate will be a human resources generalist with labor relations experience who can provide a comprehensive range of Human Resources capability in support of the school's community of 250 colleagues (BFS uses the all-inclusive term, colleagues, to refer to all rather than delineate faculty and staff). The Director of Human Resources will be a proven seasoned professional with high integrity, strong interpersonal, and leadership skills. Reporting to the Chief Financial Officer, this position is responsible for oversight of all aspects of the human resources function, including personnel administration and labor relations for both union-represented and non-represented colleagues.

The Director of Human Resources in partnership with all school leaders will ensure that colleague satisfaction and performance remain at the highest levels so that our students will continue to receive an extraordinary educational experience. The Director of Human Resources will be an authentic and cognizant leader who will work with school leadership to develop policies that attract, support, and retain and reward excellent personnel.

Founded in 1867 and located in vibrant Downtown Brooklyn, BFS is an independent Quaker day school with a fully enrolled student body, committed families, meaningful curricular program, and a community that believes in love and joy as central to the educational experience. The school's pillars of social justice, service learning/civic engagement, and Quakerism serve as guideposts for our collective work. With our deeply-rooted identity and mission combined with a genuine openness to the possibilities that lie ahead, BFS is in a uniquely positive position.

Leading and working with dynamic and engaged colleagues, the Director of Human Resources is charged with administering day-to-day HR operations as well as formulating a clear and compelling vision for the future of Human Resources as defined in the context of an organized labor environment. As a school guided by Quaker principles of Equity, Peace, Stewardship, Simplicity, Integrity, and Community, our Director of Human Resources should also embrace, respect, and have a willingness to immerse further into the strength of Quakerism - its practices and important values.

ESSENTIAL RESPONSIBILITIES

Leadership

- Participate in leadership meetings by providing the current human resources perspective in helping influence operational decisions.
- Propose and implement initiatives to enhance and strengthen the HR function at the school.
- Advise the leadership team to guide policies and practices that support a culture of excellence.
- Ensure that policies and practices are applied consistently across departments for all colleagues.
- Ensure that colleagues are provided professional, courteous, and timely operational support and service.

HR Administration

- Guide leadership and colleagues' actions by ensuring ready access to current policies, procedures, practices and guidelines in the school's Employment Handbook.
- Research and recommend updates to the school's employment practices and develop written policies once adopted.
- Annually review, update and publish the Employee Handbook and ensure collection of colleagues' acknowledgment of receipt.
- Provide ongoing guidance, counsel and training to school leadership and supervisors with work performance issues, disciplinary procedures, policy interpretation and compliance.
- Coach supervisors in areas of workplace conflict resolution and progressive discipline; advise when disciplinary issues arise.
- Make recommendations as needed for colleagues' safety, welfare, wellness and health.
- Provide oversight of the recruitment process to ensure consistency and alignment with best hiring practices.
- Coordinate new colleague orientation efforts in a way that allows new members of our community to understand our school's culture.
- Working closely with general counsel, manage the separation process for both voluntary and involuntary terminations, and conduct exit interviews.
- Provide oversight of performance evaluation process to include development of job descriptions, goal-setting, performance appraisals and corrective action.
- Provide guidance and support to supervisors on communicating performance feedback.
- Work with faculty and staff to ensure impactful professional development.

Employment Law and Compliance

- Ensure that employment practices comply with federal, state and local laws and that all colleagues are informed about statutory labor laws.
- Conduct or facilitate school-wide compliance and risk management training including, EEO, workplace harassment, boundary training, workplace safety and other areas, as needed.
- Oversee administration of retirement plans, ensuring regulatory and plan document compliance.
- Conduct periodic reviews of retirement plan investments and coordinate implementation of approved changes with the plan administrator.
- Oversee administration of FMLA, statutory disability, and Workers' Compensation.
- Ensure that all positions have accurate written job descriptions on file and correct FLSA classification of jobs.
- Provide documentation required for annual financial audit.
- Ensure seamless coordination with Finance Office operations.

Compensation and Benefits

- Perform a comprehensive evaluation of compensation and benefits in support of making recommendations about salary grades and levels that ensure internal equity and market competitiveness.
- Supervise Compensation and Benefits Manager.
- Ensure that effective internal controls over payroll and benefit processing are maintained.
- Coordinate the annual colleague employment agreement process and ensure timely distribution.
- Maintain compensation data for school; provide salary recommendations based upon industry benchmarking and research as needed.
- Establish protocols for proper documentation of reference checks and background checks.
- Administer benefits programs including, but not limited to, health, dental and vision insurance, FSA, 403(b) Retirement Plan, Disability, Life/ADD, FMLA, COBRA, etc.
- Oversee annual Mandated Services reporting.

Record Keeping and Reporting

- Maintain secure and confidential documentation for all personnel and employment related transactions such as hires, promotions, transfers, performance reviews, terminations.
- Ensure accurate tracking and reporting of sick leave, personal days and vacation.
- Maintain key statistical data on the workforce.

- Create and prepare ad hoc reports as needed in support of leadership decision support.
- Complete surveys requiring this data and be able to use surveys as benchmarking tools.
- Ensure compliance with I-9 verification procedures, and school requirements for background checks and fingerprinting.
- Ensure collection and retention of all benefit and regulatory compliance paperwork.

Labor Relations

- Act as liaison with the labor union representing 200+ school colleagues.
- Work closely with school leadership to administer collective bargaining agreement and meet responsibilities defined by it.
- Work closely with legal counsel to manage the grievance process, conduct timely and well-documented investigations, and ensure proper resolution.
- Provide the research, cost estimates, and analysis necessary to support of school's collective bargaining negotiations.
- Collect, analyze, and interpret HR data in order to identify and operationalize solutions for improving colleague labor relations.
- Track and triage colleague complaints and issues; assess risk and identify opportunities for workplace improvement; make recommendations to school leadership that will foster colleague satisfaction and minimize grievances.

REQUIRED QUALIFICATIONS

- BA/BS degree or graduate degree in human resources or a related field.
- At least 10 years of progressively responsible experience human resources management.
- At least 5 years of labor relations experience in a union setting.
- License/Certification: PHR/SPHR or SHRM CP/SCP preferred.
- A comprehensive understanding of personnel management and best practices in human resources.
- Experience in the practice of human resources management in an educational setting is a plus.
- Solid understanding of all relevant labor laws, including federal, state and local labor, employment and wage and hour laws.
- Experience with human resources management in a unionized organization is a plus.

- Record of demonstrating ethics and integrity in the workplace, inspiring the trust of others and upholding an organization's values.
- A high degree of professionalism, discretion, and the ability maintain the confidentiality of sensitive information.
- Excellent oral, listening, administrative, and written communication skills.
- Excellent interpersonal skills with the ability to maintain effective working relationships with colleagues, leadership and union officials.
- Excellent analytical and problem-solving skills with the ability to manage projects from conception to implementation.
- Ability to use judgment that is consistent with school culture, standards, practices, policies, procedures, regulations and/or government law.
- Ability to coach colleagues through complex, difficult, and sensitive issues.
- Expert management of multiple priorities, functions and activities.
- Proficiency in MS Office; knowledge of Google Docs and ADP payroll applications preferred.
- Satisfactory completion of pre-employment background check.
- Ability to work in a highly stressful environment, dealing with a wide variety of challenges, deadlines and with a varied and diverse population.

Guided by our mission, Brooklyn Friends School is committed to maintaining an environment in which all people are respected and valued. To that end, discrimination in any form, such as that based on race, color, ethnicity, religion, creed, gender, gender identity, sexual orientation, age, marital or familial status, unemployment or socio-economic status, or any other category protected by applicable federal, state or local law will not be tolerated. Brooklyn Friends School is an Equal Opportunity Employer.

Salary is competitive and commensurate with experience. Full benefits package.

Applicants should apply online by submitting a letter of interest, resume and five professional references to: hrdirectorposition@brooklynfriends.org. No phone calls please.