

**Assistant Director, Human Resources  
Health Care & Rehabilitation Services of Southeastern Vermont  
Springfield, Vermont**

HCRS is looking for an experienced HR Generalist with supervisory experience for the role of Assistant Director, Human Resources. Reporting to the Human Resources Director, the ADHR oversees the day-to-day functioning of a five-person HR staff providing guidance and ensuring compliance on recruitment, onboarding, benefits & wellness, and payroll. In this role, the ADHR must stay current on compliance issues and ensure all plans and programs are compliant with federal and state laws and regulations, including FLSA, ERISA, and HIPAA. The ADHR must also have a functional knowledge of HRIS, including reporting and functional rollouts to develop more efficient workflows.

The ADHR also tracks the overall performance of the company's benefit plans and participates in benefit and salary surveys to compare current HCRS plans and programs to market and to develop recommendations that are cost effective and consistent with organizational objectives and market trends.

The ADHR provides support to the HR Director on sensitive work issues, investigates employee complaints, and works with both the HR Director and legal counsel to draft correspondence on sensitive employee issues. The ADHR serves as the primary drafter of policies and procedures and provides support to supervisors and managers on interpretation of internal policies and federal/state employment laws. This position also maintains a working knowledge of union-related legislation and procedures, responds to management questions related to the collective bargaining agreement, and participates in union negotiations.

**Qualifications:**

- Bachelor's degree from a four-year college or university.
- Eight or more years of HR-related knowledge and experience and/or training, including supervision; or equivalent combination of education and experience.
- Good communication skills, including the ability to listen effectively and to respond effectively to sensitive inquiries or complaints; and to deliver well-organized and effective presentations to employee groups.
- Ability to work with intermediate mathematical concepts, including percentages, ratios, and statistical inference.
- Computer literacy in all MS Programs (Word, Excel, PowerPoint) and ability to implement HRIS programs.
- SPHR certification preferred.

To apply, visit the [www.hcrs.org](http://www.hcrs.org) website.