



Border Region Behavioral Health Center  
Human Resources Director  
\$3,518.00-\$4,679.00/mo.  
Laredo, Texas  
Opened: 2/3/20 – Until filled

### **DUTIES AND RESPONSIBILITIES**

Performs highly advanced managerial human resources management work. Oversees and directs the human resources management program to include: recruitment, employment, benefits programs, payroll, staff development, employee relations, disciplinary and credentialing activities of the Center. Responsibilities include ensuring compliance with equal employment criteria, FLSA, ADA, ACA, and other state and federal laws and regulations. Plans, assigns and directs the work of the human resources and payroll departments. Advises management on the formulation and administration of operating plans and policies for human resources activities. Plans, develops, reviews, revises, and implements human resources policies, letters, directives and publications concerning human resource methods, policies and procedures. Develops methods and procedures for gathering, compiling and analyzing statistical data. Resolves human resources matters involving personnel. Serves as the Center's representative in legal matters relating to employment. Work is performed under the general supervision of the Executive Director with extensive latitude for the exercise of discretion and independent judgement.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university with a major in human resources management, business administration, public administration, or related field, plus five (5) years of work experience in the management and oversight of a human resources program which must have included establishing goals and objectives, coordinating program activities and developing or evaluating budget requests. One year (18-25) semester hours of graduate level from an accredited college or university in a related field may substitute for the required work experience on a year for year basis.

### **PREFERRED QUALIFICATIONS**

Additional 5 years of increasingly responsible experience in human resources. Considerable knowledge of principles and practices of human resources administration. Extensive knowledge of FLSA, ADA, ACA, EEOC and other federal and state guidelines. Experience in electronic human resources and payroll systems. Experience in electronic payroll processing. Experience and knowledge of Worker Compensation administration. Experience in the administration of Employee Benefit programs. Experience and ability to review and write policy and procedures. Experience in training and staff development functions. Ability to supervise and instruct others. Ability to conduct interviews and talk with a wide variety of staff. Experience in employee relations. Experience within a state or federal agency. Certification PHR or SPHR a plus.

Application available at: [www.borderregion.org](http://www.borderregion.org). Please submit your application electronically to: [HR@borderregion.org](mailto:HR@borderregion.org) or in person at: Border Region BHC, 1500 Pappas St. Laredo, Texas 78041

**Border Region Behavioral Health Center  
is an Equal Employment Opportunity Employer**

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