



Job Description

Director of Human Resources

DEPARTMENT: Administration

REPORTS TO: Executive Director

DIRECT REPORTS: 1

INDIRECT REPORTS: 1

STATUS: Full-time, salaried, exempt

SCHEDULE: 40 hours, variable

MISSION

Foothills Animal Shelter's mission is: Providing support to our surrounding community through education, services that strengthen the human-pet bond, and humane care for the animals we serve.

VALUES

All employees and volunteers are expected to embody the Shelter's Values which are to have honesty and integrity in all that we do, with the following values as our guide:

- **Stewardship:** Assume responsibility and ownership for our actions within our shelter and our community.
- **Positive Culture:** Create a safe, supportive environment for the health, wellbeing, and development of staff and volunteers.
- **Openness:** Nurture an innovative, inclusive, and creative environment that cultivates conversations and relationships that actively work towards the future.
- **Team Oriented:** Build relationships, embrace teamwork, and foster collaboration in pursuit of our Mission.

POSITION SUMMARY: The Director of Human Resources is responsible for the Shelter's full human resources function, including recruitment and onboarding, compensation and payroll, benefits, employee relations, safety, and employment law compliance. As the Shelter's sole human resources professional, this position develops and administers HR policies, programs, and practices for a workforce of full-time and part-time employees and serves as the primary advisor to the Executive Director and leadership team on employment matters and organizational risk. Because Foothills Animal Shelter is a local government entity established under an intergovernmental agreement, this position applies the employment requirements specific to public employers alongside those that apply to all employers. The Director of Human Resources also oversees the Shelter's volunteer program through the Volunteer Program Manager and serves as the administrator of the Shelter's human capital management system.

RESPONSIBILITIES

Recruitment, Hiring, and Onboarding

- Manages the full recruitment cycle for all positions, including workforce planning with hiring managers, job postings, applicant screening, interview coordination, reference and background checks, and offer preparation.

- Develops and maintains job descriptions that accurately reflect essential functions, qualifications, and FLSA classification, using a consistent format across the organization.
- Advises hiring managers on structured interviewing, selection criteria, and lawful hiring practices.
- Designs and administers the new-hire onboarding process, including pre-employment requirements, Form I-9 compliance, orientation, and benefits enrollment.

HR Policies, Programs, and Employee Relations

- Plans, implements, and evaluates HR policies, programs, and practices, including the employee handbook, to ensure legal compliance and alignment with the Shelter's mission and values.
- Serves as the primary resource for employees and supervisors on policy interpretation, performance management, and workplace concerns.
- Conducts workplace investigations, documents findings, and recommends corrective action to the Executive Director and leadership team.
- Advises leadership on discipline, separations, and other employment decisions to ensure consistent, well-documented practices and manage legal risk.
- Plans and coordinates employee appreciation and recognition programs.

Compensation and Payroll

- Develops and maintains the Shelter's compensation structure, including pay ranges, job classification, and market analysis.
- Determines FLSA exempt and non-exempt classification for all positions and ensures compliance with federal and Colorado wage and hour requirements.
- Administers payroll for all employees, including timekeeping review, pay changes, deductions, and payroll approval by the Executive Director.
- Ensures job postings and promotional opportunities meet the posting and pay transparency requirements of the Colorado Equal Pay for Equal Work Act.
- Prepares personnel and benefits cost projections for the annual budget in collaboration with the Director of Finance and Administration.

Benefits Administration

- Manages the Shelter's benefits program in partnership with the benefits broker.
- Leads the annual renewal process, evaluates plan design and costs, and recommends plan and contribution changes to the Executive Director.
- Administers open enrollment, new-hire and qualifying life event enrollment, and carrier eligibility through the Shelter's online enrollment platform.
- Administers the Section 125 cafeteria plan and ensures compliance with ACA, COBRA, and HIPAA requirements.
- Administers the 401(k) retirement plan, including eligibility, enrollment, and contribution processing.
- Administers employee leave, including FMLA and the Colorado Healthy Families and Workplaces Act, and manages the ADA interactive process for accommodation requests.

Safety, Workers' Compensation, and Unemployment

- Manages the Shelter's safety program, including safety training, incident reporting, and injury and accident investigations in coordination with the Director of Municipal Relations and Safety.
- Maintains workplace injury and illness records and identifies trends to inform training and prevention efforts.
- Manages workers' compensation claims from first report through return to work, including modified duty coordination and communication with the carrier.

- Responds to unemployment claims and represents the Shelter in unemployment hearings as needed.

Compliance and HR Systems

- Ensures compliance with federal, state, and local employment laws, including FLSA, FMLA, ADA, ACA, Section 125, HIPAA, and COBRA, along with requirements specific to the Shelter's status as a local government employer.
- Monitors changes in employment law, recommends policy and practice updates, and partners with employment counsel as needed.
- Maintains personnel records, required notices, and postings in accordance with applicable retention and confidentiality requirements.
- Serves as the administrator of Paycom HCM, including system configuration, user access, workflows, reporting, and data integrity.

Volunteer Program Oversight

- Supervises the Volunteer Program Manager, including goal setting, coaching, and performance feedback.
- Partners with the Volunteer Program Manager and operational leadership to ensure volunteer roles, policies, and practices support shelter operations and remain distinct from paid staff roles.

Organizational Leadership

- Participates in bi-weekly leadership meetings and long-range planning, and attends monthly Foothills Animal Shelter Board meetings.
- Serves as a trusted resource to employees at all levels while upholding policy and legal requirements consistently.
- Represents the Shelter in a professional and courteous manner, serving as a model to staff and volunteers.

Other Duties

- This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

REQUIRED EDUCATION AND EXPERIENCE

Qualified candidates will have a bachelor's degree in human resources, business administration, or a related field, or equivalent experience, and at least three years of progressively responsible human resources generalist experience, including benefits administration, payroll, and employee relations. Qualified candidates must hold a current PHR, SPHR, SHRM-CP, or SHRM-SCP certification.

The following additional qualifications are preferred:

- Experience as a sole or lead human resources practitioner
- Human resources experience with a local government, public sector employer, or nonprofit organization
- Experience administering Paycom or a comparable human capital management system
- Experience in animal welfare or veterinary industry

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough working knowledge of federal and Colorado employment law and the ability to apply it to day-to-day decisions
- Sound judgment and the ability to make independent decisions on complex and sensitive employment matters

- Ability to communicate clearly and effectively, orally and in writing, with employees, supervisors, leadership, and outside partners
- Ability to maintain the highest levels of confidentiality when dealing with personnel information and sensitive situations
- Strong organizational skills and the ability to manage competing deadlines across payroll, benefits, and compliance calendars
- Data management, analysis, and reporting experience
- Advanced proficiency with HCM and payroll systems; computer proficiency in Microsoft Office including word processing, spreadsheets, meeting software, and email
- Fear Free Shelter certified or ability to become Fear Free Shelter certified within 60 days of employment
- Must be able to manage the emotional aspect of end-of-life services and humane euthanasia, and support employees in high-emotion circumstances

WORKING CONDITIONS

- Primarily office-based work in an animal shelter environment
- Noise, odors, chemical fumes, animal hair/dander are encountered due to equipment and animals
- Exposure to common allergens including animal dander, feathers, hay/straw, latex, peanut butter, dairy products, and other food items used for animal enrichment
- Exposure to zoonotic diseases and infectious agents through contact with animals and their bodily fluids (urine, feces, vomit, blood, saliva)
- Exposure to cleaning chemicals, disinfectants, and sanitizing agents used in animal care and facility maintenance
- Subject to animal bites and scratches
- Must maintain flexibility in work schedule to respond to urgent employee matters, investigations, or emergencies as needed

EQUIPMENT USED

- Basic office equipment: telephone, computer, projector, printer, copier
- Cloud-based human capital management, payroll, and data management software
- Vehicle use (company provided and personal)