



AMERICA'S UNIONS

Assistant Director
Human Resources Department
Washington, DC [Headquarters]

Are you passionate about economic fairness and social justice? Do you want to improve the lives of working people and strengthen the labor movement? If you answered, "Yes!" then the AFL-CIO may be the right place for you. We are the largest federation of labor unions in the United States, and our team of dynamic professionals is dedicated to growing worker power and ensuring every working person has a voice on the job. When you work at the AFL-CIO, you're more than just an individual employee—you're helping to lead a movement with a proud history and a bright future ahead.

The Assistant Director of Human Resources assists in planning, directing, and coordinating functions of the department including employee and labor relations, employee onboarding and orientation, discipline and performance management, staff development, and workforce communications.

Duties and Responsibilities:

- Provide leadership and guidance for the Human Resources function, including talent acquisition, compensation, benefits, payroll and performance management.
- Perform advanced, diversified, and confidential administrative duties requiring broad experience and knowledge of the organization, policies, and practices.
- Implement procedures and technology solutions to improve Human Resources data management.
- Build and foster cooperative relationships with other departments within the organization to stay informed and abreast of HR issues, new initiatives, and services.
- Collaborate with HR Generalist to develop recruiting strategies to support the achievement of organizational priorities.
- Coordinate and maintain integrity in the hiring process, to include recruiting, screening, interviewing, pre-employment background checks.
- Oversee payroll processing functions to ensure the timely processing of payroll.
- Collaborate with HR Generalist to develop short-term and long-term strategies for continuous improvement in payroll functions.
- Manage the daily administration of other HR functions, including but not limited to promotions, transfers, EEO compliance, job classification, performance evaluations, training, processing disciplinary actions, and employee relations.
- Develop, prepare, and analyze ongoing, compliance and ad-hoc special reports related to the employee lifecycle, staffing, and performance.
- Conceptualize, develop, and implement programs intended to build engagement and increase employee retention.
- Conduct exit interviews, track and assess statistics and trends related to staff turnover.
- Assist with disciplinary investigations and the resolution of ongoing employee relations issues.
- Partner with the leadership team to understand and execute the organizations human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Develop and maintain employee position descriptions.

- Conduct job analysis and market factor studies, analyzing the data to make recommendations for salary, benefit, and classification adjustments as appropriate.
- Assist in the development and implementation of internal administrative policies and procedures regarding personnel.
- Oversee general Human Resource functions including supervisor and employee training, onboarding programs and updating personnel manuals and documents, as necessary.
- Serve as liaison for the Director.
- Performs other duties as assigned.

Qualifications:

- 5-7 years of human resource management experience, preferably in the labor movement.
- Excellent listening, interpersonal, communication and problem solving skills.
- Substantive practitioner knowledge of employment and labor relations laws, statutes, rules, procedures, and processes.
- Demonstrated ability to resolve conflicts, including intrabody conflict, while maintaining important and effective relationships.
- Demonstrated ability to build and motivate teams and work effectively in a team environment in both a lead and support role.
- Demonstrated ability to work effectively in politically sensitive and high-pressure environments.
- Demonstrated ability to develop, plan and conduct training sessions, to include developing curriculum.
- Demonstrated ability to relate to and work with diverse groups of people in various settings.
- Demonstrated ability to manage sensitive relationships and effectively communicate with AFL-CIO officers, department directors, managers, employees, and outside contacts.
- Management training and experience preferred.
- Proven ability to lead by example and foster mentoring relationships required.
- Experience designing and implementing staff development programs.
- Ability to work independently within the context of a plan.
- Demonstrated experience managing staff and diverse staff teams.
- Effective time management skills, including prioritizing and managing multiple tasks, and demonstrated experience in developing personal work plans and goals.
- Demonstrated ability to exercise excellent political judgment and discretion.
- Excellent written and verbal communication skills.
- Computer proficiency is required: email, internet, database/spreadsheet, word processing, and web conferencing.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate when appropriate.
- Proficient with Google Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

Starting annual salary: \$116,588

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