**Position: Director of Human Resources**

**Salary: $105,000 - $110,000 annually**

**About CIDNY:**

The Center for Independence of the Disabled in New York (CIDNY) is a leading organization serving and representing people with all disabilities in New York City. CIDNY's mission is the removal of barriers to full integration of people with disabilities. CIDNY helps people with disabilities to gain the skills and obtain the services they need to live independently in the community and advocates for fair and effective policies that improve the quality of life for people with disabilities. The majority of CIDNY’s staff are people with disabilities who are dedicated to improving the lives of people with disabilities. CIDNY is an Equal Opportunity Employer.

**Specific Duties:**

* Monitor changes in employment law, participate in development and implement of any amendments to HR policies and procedures with emphasis on compliance with applicable laws including the Americans with Disabilities Act.
* Devise and execute a strategy for job postings, screenings, interviews and selection processes with a focus on recruitment of a knowledgeable and skilled workforce of people with disabilities, people who are Black, Hispanic/Latinx, Asian American, and LGBTQ.
* Reduce the turnover rate by 20% by hiring skilled professionals who are equipped to work with consumers with disabilities.
* Work with the General Counsel to ensure employment compliance.
* Identify employee education priorities, educate new employees and provide ongoing education of employees as required.
* Develop employee recognition and development strategies and manage employee relations.
* Manage complaint process, perform required investigations, disciplinary actions, performance management and terminations.
* Ensure appropriate record management.
* Collaborate with directors to develop job descriptions, educate and evaluate staff.
* Contribute information, analysis and recommendations on employee relations to strategic planning and CIDNY’s human resources objectives.
* Supervise one employee.
* Assist with the evaluation of cost comparisons regarding vendors for employee benefits.
* Report on all departmental activities to the Executive Director.
* Complete other duties as assigned.

**Education and Training:**

Bachelor’s degree required with a minimum of five plus years of progressive Human Resources experience.

Master’s degree preferred in a human relations field.

**Experience:**

* Commitment to disability rights, equity, diversity and inclusion. Experience working in a culturally diverse setting helpful.
* Familiar with local, state, and federal employment law and regulations.
* Excellent interpersonal skills and an ability to work effectively with diverse staff.
* Experience in identifying HR issues and resolving them in a timely manner.
* Excellent computer skills, including Google Suite, payroll platforms, Microsoft programs, and ability to learn new applications and database systems.
* Five plus years of ADA experience required.

**Travel Demands:**

Must travel to all five CIDNY offices in each borough to ensure organizational standards.

**Equipment Operated:**

Computer/Laptop, Phone, Printer/Copier

**Working Environment:**

The Director of HR will spend the majority of their work time in CIDNY’s New York, NY office but must visit all the offices.

This is not a hybrid position. The Director of Human Resources must work in a CIDNY office Monday through Friday from 9:00 a.m. to 5:00 p.m.

**Salary:** $105,000- $110,000

**Number of Employees Directly Supervised:** 1

**Supervised by:** Executive Director

**How to apply:**

Please send a thoughtful cover letter and resume to Dr. Sharon McLennon-Wier, Executive Director, at smclennonwier@cidny.org. Do not send them by fax. Please use the job title as email header. NO PHONE CALLS PLEASE.

**Other Information:**

We conform to all laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, genetic information and testing, family and medical leave, sexual orientation and gender identity or expression, protected veteran status, or any other characteristic protected by law. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.