



Job Title: Human Resources Administrator	
Reports to: Executive Director	
Program/Department: Administration	
FLSA Status: Exempt	Schedule: Full Time
Approved by:	Date Approved:

SUMMARY

The **HUMAN RESOURCES ADMINISTRATOR** is responsible for the administration, development and implementation of the human resources policies, procedures, and programs, making sure they are following Federal and local laws. The Human Resources Administrator originates and leads HR practices and objectives that will provide an employee-oriented, high-performance culture that emphasizes diversity, equity, inclusion, empowerment, productivity, goal attainment and company values. The position reports to the Executive Director, works closely with the Director of Finance, and assists and advises all managers and directors about Human Resources issues and policies.

DUTIES AND RESPONSIBILITIES

- Manages employment process, including recruiting, interviewing, hiring, onboarding, promotions, and terminations.
- Manages performance review process and ensures employee training is inclusive of any competency development plans.
- Maintains employee records; payroll, I-9, medical, general employee information.
- Evaluates group benefits, manages open enrollment for employees and assists employees with their benefits.
- Acts as employee advocate and mediator with employee relations concerns and handles human resources legal issues as required.
- Plans and conducts new employee orientation to foster positive attitude toward organizational objectives.
- Serves on human resources committee of the Board of Trustees.
- Regularly reviews employee policies and procedures, ensuring they reinforce diversity, equity, and inclusion.
- Assists with the selection and implementation of external training programs and consultants for issues around diversity, equity, and inclusion, mental health, safety, and the like.
- Partners with management to communicate HR policies, procedures, programs, and laws.
- Participates in the conduct of investigations when employee complaints or concerns are brought forth.
- Participates in employee disciplinary and/or counseling issues with supervision as necessary; reviews any disciplinary documentation as it may apply.
- Manages all aspects of unemployment claims and COBRA administration.
- Reviews and helps develop contracts for independent contractors.
- Protects the interests of employees and OKC Ballet in accordance governmental laws and regulations.
- Practices positive internal communications and a favorable working relationship with all employees to promote a positive work climate.
- Operate at the highest level of commitment to practices that enhance and promote OKC Ballet.
- Perform other duties as required or requested.

Human Resources Administrator Position Description

EDUCATION AND EXPERIENCE

Minimum of a Bachelor's degree or equivalent in Human Resources, Business, or Organization Development or equivalent. Master's degree preferred.

Five or more years of human resources experience and education.

Professional in Human Resources (PHR) certification preferred, not required.

Proficiency with Word, Excel, Outlook and Paycom software.

Personal qualities of integrity, credibility, and dedication to the OKC Ballet.

Required: appropriate clearance of background check; possession of a valid driver's license and insurance coverage as required by law.

EEO STATEMENT

Oklahoma City Ballet is committed to the principle of equal employment opportunity for all. All employment decisions are based on business needs, job requirements and individual qualification.

Oklahoma City Ballet, in compliance with all applicable federal, state, and local laws and regulations, does not believe in nor discriminate on the basis of: race; color; national, social or ethnic origin; age; religion or belief; gender; sexual orientation; gender identity; marital, civil union, domestic partner or family status; disability; genetic information; Veteran status; or any other characteristic protected by state, federal, or local law in any of its policies, practices, or procedures.

We expect and require the cooperation of all employees in maintaining a discrimination and harassment-free workplace.