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# Example of HR Director Job Description

Our company is growing rapidly and is looking for a HR director. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for HR director

* Responsible for consulting with managers and supervisors on all facets of the compensation and incentive programs including development and implementation of cost effective and competitive plans
* Serve as a senior advisor, coach, and trusted resource to the bureau chiefs and the leadership team
* Provide leadership and direction to the management team and business unit to resolve HR problems, manage organizational change and drive success
* Plan and manage the delivery of all HR support to employees including
* Evaluate opportunities to improve effectiveness in areas such as organizational structure, work processes, teamwork, and leadership
* Travel 50% to 9 bureaus outside Washington DC
* Promote cross bureau alignment to ensure consistent application of processes and programs
* Manages the confidentiality of all employee information and exercises good judgment and discretion
* Assists in hiring process by coordinating job postings, reviewing resumes, and performing initial employment screenings
* Responsible for administering leave policy and maintaining leave accrual balances

## Qualifications for HR director

* Staffing and talent acquisition
* Deep change management and project management background
* Strong organization design and development experience
* Strategic thinking – sees the big picture and connects the dots
* Direct and supervise Human Resources staff
* Monitor all aspects of Payroll policies and procedures daily, weekly, biweekly and monthly