



Boyd Andrew Community Services is seeking a **Human Resources and Operations Manager** located in the Helena office. This position is the organization wide Human Resource expert and provides oversight for the Prerelease Center and Chemical Dependency Services.

This is an exciting opportunity to work for an organization that has developed into a state leader among its peers. This new position provides planning and directing for the organization's Human Resource activities and will manage the Prerelease Center and Chemical Dependency Services day-to-day operations. This position reports to the Chief Operations Officer.

Responsibilities:

The position involves a variety of dynamic and challenging responsibilities:

Human Resources for whole organization

- Designs, plans, and implements Human Resources programs and policies consistent with current State and Federal laws and regulations, compensation, and administers benefits.
- Hires, maintains records and policies, coordinates annual performance management processes, and coordinates support services with consultants or legal counsel as needed.
- Provides advice and assistance to management on employee relations and the resolution of grievances or performance issues.
- Develops and provides training on managerial functions, disciplinary actions, federal and State operations, health and safety and coordinates professional development functions for all programs and staff.

Program Management for Prerelease Center and Chemical Dependency Services

- Oversees the operation of the Prerelease Center and Chemical Dependency Services departments in providing direction, support, and oversight of program services and coordinate these services with other operations and information needs.
- Performs additional duties as assigned by the CEO and COO.

Qualifications:

This position requires a bachelor's degree in a human services area, business administration or related field from an accredited college or university. The position requires five (5) years' management experience in human resources with three (3) work years' experience in a supervisory or administrative capacity. Three (3) years' work experience in program management or social/community services is desirable. Other relevant combination of

education and work experience may be evaluated on an individual basis. A human resources certification is preferred.

The successful candidate must pass a criminal background check, possess a valid Montana driver's license and be insurable.

Salary: The starting salary is \$84,000 - \$95,000 per year depending on qualifications.

Benefits:

Boyd Andrew Community Services offers an excellent benefit package. Benefits are effective the first month following the first date of the employment.

- Full time benefits include medical, dental and vision insurance. BACS also provides each employee a \$50,000 life and accidental death and dismemberment policy.
- Employees are responsible for \$40 of their monthly insurance benefit, however, the other benefits identified above are 110% paid by BACS. There is an additional cost to the employee should they choose to add spouse/dependent coverage.
- The medical insurance includes an employer contribution of \$800 a year to a Health Savings Account (HSA) to offset the deductible. BACS will also match up to \$300 annually if you contribute to your HSA.
- Full time employees can accrue 160 hours of personal leave per year and receive 10 paid holidays annually.
- All employees working more 20 hours a week may participate in the 403 (b) Retirement Plan. At the 1st anniversary of employment BACS will match up to 5% of the annual salary, and on the 2nd anniversary and subsequent years of employment BACS will double match up to 10% of the employee's annual salary.
- All employees are eligible to be added to the company COSTCO Membership.
- All employees are eligible for a gym membership reimbursement of \$19.00/Mo.
- Reimbursement of annual license renewal as well as cost coverage of approved trainings.

To Apply:

Please prepare and submit the following:

- A cover letter of no more than two pages in length that addresses the candidate's qualification for the position.
- A resume that details the applicant's qualifications and work history
- Three professional references.

Applications will be reviewed as they are received, position is open until filled. Mail your application packet to Attn: Human Resources and Operations Manager, PO Box 1251, Helena MT, 59624 or khoxie@cmsmontana.com.

Please call Kim at 406-442-4934 if you have any questions.

Boyd Andrew Community Services is an Equal Opportunity Employer.