

## HUMAN RESOURCE MANAGEMENT

The ultimate responsibility of this and every other agency policy rests with the Board of Directors and the Parent Policy Council. Authorization for implementation is delegated to the Executive Director and to a designated management team and staff members.

The agency is firmly committed to the principle of equal opportunity and will reaffirm this policy in all human resource actions. The organization will recruit, hire, and promote in compliance with all applicable federal and state laws and regulations. A detailed description of personnel policies and procedures may be found in the agency's *Staff Employment Manual*. Each employee is to have access to this manual.

All employees of UMCHS, Inc. are hired in connection with a grant or contract, the terms of which vary considerably in scope, duration, and content. Therefore, although these policies reflect the general position of the program, it must be kept in mind that some grants or contracts may more specifically limit and define the relationship between program and individuals hired.

**Job classifications are categorized according to required training, responsibility, liability, and accountability. Compensation is based on the breadth and depth of responsibility. Wage comparability studies will be conducted on a regular basis to ensure equity with the marketplace. Job classifications have been outlined as follows:**

- \* Program Director
- \* Program Manager
- \* Program Coordinator
- \* Program Specialist

**Job descriptions and other details are listed in the agency's CD Rom, Website, Work Plan, and sections of this Administrative Procedures Manual.**

Program Management is assigned as follows:

### **Program Management:**

Executive Director  
Associate Director-Administrative  
Associate Director-Child & Family Services  
Operations Directors  
Fiscal Director  
Information Systems Director

**Early Childhood Development:**

Education/Disabilities Director  
Education Managers  
Child Care Resource & Referral Director

**Health Services:**

Health Services Director  
Nutrition Director  
WIC Operations Manager

**Family & Community Partnerships:**

Family & Community Development Director  
Mental Health Manager  
Community Development Manager

**Center Staffing:****Combination Option**

One Child & Family Advocate/Teacher Assistant – depending on number of children

**Center-Base**

One Child & Family Advocate  
One Teacher Assistant

**Full Day/Full Year:**

One Teacher  
Two Assistants  
One Floater  
One/Two Family Advocates

**Home Base:**

One Family Educator

**EHS Full Day:**

One Teacher & One Teacher Assistant per group of 8  
One Teacher, Two Teacher Assistants per 12  
Two Teachers and Two Teacher Assistants per 16  
One Family Advocate