



TO FILL

JOB TITLE:

Director of Human Resources

REPORTS TO:

Chief Administrative Officer

CLASSIFICATION:

Full-Time, Exempt

ABOUT THE ORLEANS PARISH DISTRICT ATTORNEY'S OFFICE (OPDA):

Jason Rogers Williams took office as the Orleans Parish District Attorney on January 11, 2021, and is building a 21st century prosecutors' office with a team of the best and brightest from around the country and a mission of being as smart on crime as the office has historically been tough on crime. New Orleans has led the world in convictions and incarceration for decades, without any corresponding decrease in crime. OPDA is simultaneously increasing safety and delivering justice with a laser focus on serious offenses and a belief that every New Orleanian deserves the presumption of innocence.

DUTIES AND RESPONSIBILITIES:

- Maintain all areas of employee records, benefits, and agency information
- Provide recommendations on staffing and recruitment needs, including future planning
- Post job descriptions of all office vacancies on various job boards
- Evaluate resumes, coordinate background checks and interviews, and facilitate the hiring process and onboarding of new employees
- Coordinate the effective management and sharing of information required by the rest of the Administrative Division
- Process new hires with a review of all benefits packages and agency policies
- Provide documentation required for insurance claims and assist employees with the submission of those claims
- Communicate effectively with employees throughout the organization
- Maintain and monitor employee relations with documentation, when required
- Facilitate contact between personnel and management for any work-related issues regarding benefits
- Maintain continued knowledge of the agency's Employee Manual
- Regularly post signage with regards to labor laws and employee rights
- Maintain all records regarding the termination of employees and notification given to the Louisiana Department of Labor

- Monitor the employee evaluation process for all employees
- Work with Division Chiefs in resolving organizational issues and with employees in dealing with job-related questions and concerns
- Notify employees of changes to benefit plans and benefit plan enrollment dates
- Maintain current salary information in individual personnel files
- Conduct exit interviews and report findings to the District Attorney
- Supervise at least two employees, a Human Resources Specialist and a Receptionist

QUALIFICATIONS:

- At least five years' experience in Human Resources Management
- Excellent verbal and written communication skills

SALARY AND BENEFITS:

Salary ranges from \$70,000-\$85,000, commensurate with experience. New hires may be eligible for:

- Enrollment in the City of New Orleans health insurance plan
- 6.44 hours of sick leave and no fewer than 6.44 hours of vacation leave per month (6.44 hours per month = approximately 10 days per year)
- Enrollment in the New Orleans Municipal Employees' Retirement System
- Federal [Public Service Loan Forgiveness](#) program
- A generous paid holiday schedule

TO APPLY:

Submit a completed [Employment Application Form](#), and supporting documents, as instructed on the form.

EEO STATEMENT:

OPDA is an equal opportunity employer. The office values a diverse workforce and management reflective of the communities that it serves. OPDA adheres to a policy of making employment, promotion, and other personnel decisions without regard to race, culture, color, religion, sex, sexual orientation, gender identity, national origin, marital status, caregiver status, prior record of arrest or conviction, citizenship, age, or disability.

DIVERSITY, EQUITY, AND INCLUSION:

OPDA is dedicated to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that OPDA employees invest in their work represents a significant part of the office's culture, reputation, and achievement. OPDA embraces and encourages employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make its employees unique.