

Perform Air International Inc.
Section VI - Attachments
Att.62.06 - Job Description

Revision	Revision Date	Revision Change
N/I	03/31/2017	Initial Release/Re-release
1	01/31/2019	Revision to Grade Level and addition of Division Manager.
2	10/31/2021	Revision to Grade Level
3	09/26/2024	Revision to Responsibilities & Qualifications

Position Title: Director of Human Resources

Grade Level: 11-3121-19

Exemption Status: Exempt

Department: Human Resources

Division Manager: Director of Human Resources

Department Manager: Director of Human Resources

Immediate Supervisor: President

Duties, Responsibilities and Authority:

This position has the authority and responsibility to carry out policies relating to all phases of Human Resources activities for the organization. This position oversees Human Resources and is responsible for training and development of staff.

The position is involved in recruitment, interviewing, selection of new employees and promotion of in-house employees. The Director of Human Resources is responsible for ensuring completion of wage surveys, reports, and recommendations to improve organization performance, and the compliance to EEOC and Affirmative Action requirements, as well as 49 CFR Part 40 requirements.

The Director of Human Resources is responsible for the development and direction of company sponsored functions designed to promote employee morale.

This position may require travel.

The President may assign additional responsibilities of this position at any time.

Qualifications:

Education: *BS, BA, AA Degree, or High School completion plus one of the following experience or Training*

Experience: *Four years' experience in a Human Resource Management position.*

Training: *Documented training records of at least 200 hours.*