

DIRECTOR OF HUMAN RESOURCES – LABOR GRADE 41

Job Title: Director of Human Resources

FLSA Status: Exempt

Department: Human Resources

Reports To: President

Prepared By: _____
Karen K. Diedrich, Director of HR

Date: _____

Approved By: _____
Stephen P. Sakai, President

Date: _____

GENERAL CHARACTERISTICS

This position is responsible for performing and/or supervising the activities of the Human Resources function and representing that function as a member of Senior Staff. Essential to the position is the development and continuous improvement of a positive and effective corporate culture, in conjunction with the President and other Senior Staff members. The position performs many employee-relations activities, and focuses on fair treatment of employees, in order to maintain a high degree of employee satisfaction and morale. Support and creativity in all areas of HR is expected, to assist CMD Corporation in remaining the market leader in the design, manufacture and service of high-quality equipment. This is an exempt position that may require in excess of a 40-hour week in order to effectively carry out the listed job duties.

QUALIFICATIONS REQUIRED

A Bachelor's Degree in Human Resource Management, Business Administration, or an equivalent combination of experience and training which provides the required knowledge, skills and abilities to successfully perform the job. A minimum of five years Human Resources experience is also required. Must have a high degree of knowledge and experience in benefits administration, compensation, payroll, labor law and total employment for the manufacturing environment. Position requires professional appearance, pleasant personality, high energy level and the ability to get along with diverse personalities. Must display good reasoning abilities, high degree of confidentiality, and sound judgment. Excellent communication skills – written, verbal and listening – are required. Must be resourceful and well organized.

ESSENTIAL DUTIES

- 1) Serves as a member of the corporate Senior Staff, providing input into business and managerial decisions; commits to the team decisions, and executes the resulting plans or strategies to move the company forward toward completion of its goals.
- 2) Cultural Leadership: Responsible for the direction and development of all HR services provided, with the goal of creating/maintaining an employee-friendly culture that expects, recognizes and rewards excellence. Strives to continuously improve the level of customer satisfaction by responding to internal and external customers promptly, pleasantly and accurately. Promotes the CMD culture internally and externally, to help CMD be viewed as an “employer of choice” in the community and in the industries CMD serves. Coordinates All-Employee meetings to share information and encourage communication.
- 3) Training and Organizational Development: Coordinates employee/leadership training, lectures, classes, seminars, conferences and schooling. Ensures that training and developmental needs are identified and met, as the budget allows. Continuously reviews and recommends improvements to the organizational structure and/or culture, to improve CMD as a company and employer.

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ESSENTIAL DUTIES (Continued)

- 4) **Benefits Administration:** Designs and administers all benefit programs. Maintains balance of employee choice and cost containment. Interacts with agents, benefit providers and third-party administrators to ensure programs are operating effectively. Responsible for annual renewal process; Communicates all changes and enhancements to employees. Counsels new employees regarding coordination of total benefit package and answers any related questions. Coordinates benefit enrollment/deductions with payroll.
- 5) **Performance Management and Compensation:** Establishes competitive wage and salary structure. Implements and updates the compensation program. Responsible for semi-annual performance evaluation process and associated coaching of employees/supervisors. Re-writes and updates all job descriptions as needed. Participates in salary surveys to ensure CMD wages are competitive, and wage data is obtained at minimal costs.
- 6) **Employee Savings and Retirement Plan Administration:** Serves as Plan Administrator for all aspects of the 401(k) program. Leads Investment Committee and continually monitors fund performance. Implements new fund options as deemed necessary by the committee. Assists employees with enrollment, payroll deferrals, loans, withdrawals, vesting, questions, etc. Prepares year-end census and data for service provider, resulting in timely and accurate match and profit sharing contributions. Ensures counseling is provided to new enrollees. Communicates all plan changes/enhancement to employees. Administers the force-out process. Continuously improves internal processes to become more efficient and effective.
- 7) **Total Employment:** Responsible for all HR aspects of recruiting, organizational structure/development, coaching, disciplinary actions and resignations/terminations. Proactively recruits high performers to open positions. Works closely with hiring supervisors to assure the hiring of qualified, talented individuals who are the best “fit” for the position. Develops partnerships with agencies for temporary/contract employees. Provides new-employee orientation. Assists supervisors to address performance issues appropriately. Assists/counsels employees with any personal and/or performance concerns. Oversees all warnings and disciplinary actions. Conducts exit interviews of resigning employees, and tracks data for appropriate actions/improvements. Responsible for all terminations and related legal issues, severance, unemployment, etc. Represents the company in any related lawsuit.
- 8) **HR Department:** Manages direct report(s) in Human Resources and leads departmental direction, workload and processes. Oversees the payroll operations and serves as backup. Assumes responsibility for coordination of special events and other employee functions. Monitors, edits, and contributes to company newsletter and other publications/communications.
- 9) **Safety / Worker’s Compensation Insurance:** Interacts with agents and companies to establish adequate worker’s compensation coverage at competitive rates. Administers periodic reporting of safety issues. Is “standing member” of CMD Safety Committee. Tracks and reports all First Reports of Injury, Near Misses, Doctor’s Cases, Worker’s Compensation Claims and Lost/Restricted Workdays. Provides monthly frequency/severity report to Safety Committee. Oversees maintenance and positing of OSHA logs.
- 10) **Regulatory Compliance and Reporting:** Understands and complies with all related HR and employment laws. Identifies legal requirements and recommends appropriate actions; monitors exposure of the company. Serves as primary contact with legal bureaus (Unemployment Administration, EEOC, Dept. of Labor, etc.). Maintains contact with employers regarding employment status of present/former employees.

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ESSENTIAL DUTIES (Cont'd)

- 11) Policy Administration: Improves and updates policies to be effective and employee-friendly, while clearly stating corporate expectations. Responsible for maintaining/enhancing employee handbook.

- 12) Visibly supports “lean” and other process improvement activities. Participates in rapid improvement events. Applies continuous improvement practices to one’s job. Supports transition activities, as required. Maintains an open mind throughout the change process. Works with others to continuously fuel improvement throughout the Company.

- 13) Contributes to CMD’s core competencies of Market Intelligence and Product Development by gathering and reporting all relevant information. This includes competitive information.

- 14) Participates in and supports all mergers and acquisitions. Analyzes information and determines if a potential merger/acquisition is in CMD’s best interest. Performs due diligence for one’s particular area of responsibility. Participates in purchase discussions and develops creative win/win proposals. Takes “ownership” for the integration of the newly acquired/merged operations into one’s area of responsibility.

- 15) Responsible for global operations that may occur in one’s area of responsibility (e.g., product sourcing, sales, recruiting, etc.) Must maintain an awareness of global events and trends that affect CMD’s products and services. May require periodic travel to foreign countries.

- 16) Responsible for own safety: Practices only safe work habits and ensures all safety rules are followed. Responsible to keep area clean and organized to ensure safe working conditions.

OTHER DUTIES

- 17) Performs other appropriate duties as required or requested by supervisor.

PRINCIPLE WORKING RELATIONSHIPS

Interacts with Human Resources staff and all other departments. Works as a team player and cooperates with co-workers to get the job done.

PHYSICAL DEMANDS

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The phrases “occasionally,” “regularly,” and “frequently” correspond to the following definitions: “Occasionally” means up to 1/3 of working time, “regularly” means between 1/3 and 2/3 of working time, and “frequently” means 2/3 and more working time.)

While performing the duties and responsibilities of this position, the employee is occasionally required to stand and walk. The incumbent will regularly sit, and will frequently talk and listen and use hands to finger, handle or touch. Specific vision requirements for this position include close vision and the ability to adjust focus. During the performance of his/her duties, the incumbent will occasionally lift up to 25 pounds.

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in an office environment where the noise level is moderate.

Employee Acknowledgement _____ Date _____