

DIRECTOR OF HUMAN RESOURCES			
Job Title:	Director of Human Resources	FLSA Status:	Exempt
Department:	Administration	Reports To:	CFO
Revised Date:	March 17, 2022		

Summary

Under the direction of the Chief Financial Officer, the Director of Human Resources is responsible for leading the human resources function in defining, developing, and implementing strategic HR initiatives that support the achievement of the organization's business goals. The incumbent directs and leads efforts and initiatives to improve work relationships, build morale, and increase employee engagement, satisfaction, productivity, and retention.

Essential Duties and Responsibilities

The list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

1. Leads and builds effective and high-performing teams to plan and execute HR initiatives by collaborating with internal and external stakeholders to meet the goals and objectives of the company.
2. Establishes and leads the development and implementation of effective HR processes and services including recruiting, safety, training, onboarding, organizational development, and performance management.
3. Administers company benefits plans. Recommends changes to overall benefit plans as necessary to reduce expenses while maintaining a competitive package
4. Analyzes salary and compensation data and proposes changes to ensure the company is providing competitive wages to attract and retain key talent.
5. Prepares HR annual budget for related employment, benefits, and employee relations expenses. Monitors and controls HR expenses throughout the year.
6. Provides consultation, guidance and coaching to leaders on addressing employee behavior and performance concerns. Provides guidance and assists with the development of feedback or corrective/disciplinary actions that maintain fairness and consistency.
7. Serves as a member of the senior leadership team reporting on objectives and providing reports on human resources key performance indicators
8. Plans, develops, executes and tracks employee relations and employee engagement strategies and trends, ensuring that established policies and processes foster an engaging environment
9. Continually enhances the employee handbook by writing and revising policies that balance the needs of the organization and the commitments to compliance, developing tools to ensure that HR policies and procedures are enforced throughout the company
10. Ensures that employee personnel records are maintained in an orderly and systematic manner
11. Administers the process of compiling and filing required reports including EEO, Workers' Compensation, OSHA log, 401(k) audits, etc.
12. Performs other duties and responsibilities as assigned to support the company and operational needs

Supervisor Responsibilities

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Excellent leadership, communication, facilitation, and coaching skills.
- Knowledge of employment laws, regulations, and HR practices.
- Ability to make administrative and procedural decisions and judgements on sensitive, confidential issues.
- Working knowledge of HRIS systems.
- Demonstrated collaborative problem-solving skills.
- Public speaking and presentation skills.
- Ability to evaluate capabilities of existing and future technologies to achieve departmental goals.

Education and/or Experience

This position requires a bachelor's degree and eight (8) years' Human Resources experience, or a master's degree in Human Resources Management and five (5) years' experience in the HR field, or appropriate combination of education and experience. Experience in a manufacturing environment and PHR or SPHR certification preferred.

Language Skills

Ability to read and interpret documents such as policies, regulatory documents, etc. Ability to write routine reports and correspondence. Ability to communicate effectively with leaders and employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers and decimals.

Reasoning Ability

Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or touch objects, tools, or controls. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; reach above shoulders; and stoop, kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Work Environment

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

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.