



<b>Job Title</b>	<i>Director, Human Resources</i>
<b>Reports To</b>	<i>Exec VP</i>

### Job Purpose

The Director, Human Resources plans, directs and executes all human resources functions for the Company including recruitment, benefits, training and employee relations of the organization. This position is in charge of recruiting, hiring, training, coaching, salary and benefits administration, team building, and leadership.

The Director, Human Resources proponent for the company and for the people who work for the Company and also deals with day-to-day matters. This position ensures employees adhere to policies and procedures and that Company programs are consistently administered and aligned with organizational goals, have compliance with professional standards, and meet state and federal regulatory requirements and laws.

This position is a key member of the leadership team requires the ability to plan and execute key operational tasks to ensure the smooth functioning of the Company. In addition, this position works closely with external professional service providers to carry out all responsibilities.

Full-Time

Exempt

### Duties and Responsibilities

- Plan and conduct new employee orientation; collaborate with other team members to make sure onboarding is successful, consistent for all team members and new employee process is complete;
- Process all new hire documentation;
- Create a new personnel file and benefits file for all new hires
- Maintain personnel files, legal compliance and record keeping
- Maintain organization of personnel/medical files
- Collaborate with managers/employees to update current employee job descriptions as a result of Performance Appraisals or as needed throughout the year; collaborate with managers to develop job description for any new roles or positions depending on the complexity of the role
- Provide ongoing advice, assistance, and follow-up on company policies, procedures and documentation; create new policies as necessary
- Maintain employee handbook, review annually to ensure current legal compliance and add/update policies as necessary
- Develop and maintain employee guidebook to orient new team members to the Company and the Company's culture, working practices and companywide systems

- Manage and execute CEM payroll for salary and hourly staff, including taxes, paid time off and work remotely reporting, compensation plans and severance
- Manage time tracking in payroll system to ensure all staff are reporting time worked on all events
- Manage the defined contribution plan
- Manage employee benefit administration which includes medical, dental, LTD, Life, voluntary life, STD, Venra and provide guidance on plan offerings
- Manage employee relations issues and progressive disciplinary matters on a consistent basis and escalate to owners as appropriate
- Maintain and continue to improve employee relations and company culture within the organization
- Lead company employee engagement efforts and programming
- Assist employees with questions or concerns; employee relations matters
- Assist employees with questions or concerns related to the benefit plans
- Lead benefits renewal and manage open enrollment process
- Maintain confidentiality, security and standards of ethics with all company and employee, contractor and volunteer information
- Lead exit strategies and termination process
- Develop hiring plan for company's growth goals
- Lead employee recruitment for open or new positions
  - Work with hiring manager, head of finance and owners to create details of position requirements, proposed salary ranges and any other relevant position specifics
  - Provide team with lead generation strategy and resources for the position
  - Post open positions on industry and local job boards
  - Source through resumes for most qualified candidates
  - Conduct initial phone screen, conduct interviews and ensure direct manager and/or executives participate in interview process as needed
  - Coach Managers on best practice interviewing questions.
  - Make recommendation to manager on top 2-3 potential candidates for positions.
  - Draft offer letter, extend the offer and communicate acceptance or rejection to team.
  - Once position is filled, email all candidates that were phone screened or interviewed.
  - Serve as liaison to new hire until their official start day
- Make recommendations for improvements such as new policies, competitive benefits and employee suggestions
- Coach management on day to day best practices as it relates to employees and other HR related matters that may arise
- Evaluate and update, performance appraisal process and procedure as needed; manage performance appraisal process; including mid-year review of how the staff is tracking towards personal goals.

- Support employee development through one on one mentoring, continuing education/training opportunities and track completed courses, seminars, etc. within personnel files.
- Lead or organize at least two (2) training sessions annually based on company needs
- Work with outside vendors to accomplish the needs of the HR Dept.
- Other duties as assigned

#### **Event Support**

- Provide guidance on best practices for event contractor and volunteer on boarding, training and management by working with Internal Programs team throughout the year
- Manage contractor and volunteer human resources, contractor/volunteer relations issues and progressive disciplinary matters on a consistent basis and escalate to owners as appropriate
- Assist CEM staff with questions or concerns regarding contractor and volunteer human resource and contractor/volunteer relations related matters

#### **Team Leadership/Management**

- Guide and support the CEM leadership team on key human resources related decisions
- Effectively communicate and present critical human resources matters to the management team
- Contribute to short and long-term organizational planning and strategy as a member of the management team

#### **Qualifications/ Requirements**

- Strong recruiting, interviewing and hiring experience
- Strong interpersonal skills
- Strong relationship building skills with an ability to prioritize, negotiate, and work with a variety of skill sets and backgrounds
- Effective management and leadership skills
- Strong work ethic; standards of integrity and credibility
- Excellent organization, communication and presentation skills
- Strong written and verbal skills
- Must have a high level of initiative
- Must have a strong sense of judgment
- Ability to collaborate and work as a team
- Ability to respond to high demands and expectations
- Strong computer skills, with proficiency in the Microsoft Office Suite

#### **Education/Experience**

- Bachelor's with concentration in human resources, business administration or related field
- 5-10 years of overall professional experience; with at least 5 years in a human resource related position
- Small to mid-size company experience preferred.
- Knowledge of payroll software

**Working Conditions/Physical Requirements**

Moderate walking, standing, prolonged sitting, bending, kneeling, and reaching.

- Work is performed primarily in an office setting
- The employee must occasionally lift and/or move up to 25 pounds

<b>Approved by:</b> <i>Signature &amp; Title</i>	
<b>Date approved:</b>	
<b>Employee Acknowledgement:</b>	

*Updated January 15, 2019*