POSITION TITLE: VICE PRESIDENT, HUMAN RESOURCES

REPORTS TO:

I. PRIMARY RESPONSIBILITIES:

Develops Human Resources policies and programs for the entire company. Originates Human Resources practices and objectives that will provide a balanced program throughout all divisions. Coordinates implementation through Human Resources staff. Reports to the President as the ranking Human Resources executive in the company. Assists and advises senior management on Human Resources issues.

II. ESSENTIAL FUNCTIONS:

Formulates and recommends Human Resources policies and objectives for the entire company.

Creates and administers budget for the entire Human Resources function, company wide.

Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale.

Identifies legal requirements and government reporting regulations affecting Human Resources function (e.g., OSHA, EEO, ERISA, Wage & Hour). Monitors exposure of the company. Directs the preparation of information requested or required for compliance. Approves all information submitted. Acts as primary contact with labor counsel and outside government agencies.

Protects interests of employees and the company in accordance with company Human Resources policies and governmental laws and regulations. Approves recommendations for terminations. Reviews employee appeals through complaint procedure.

Directs a process of organizational planning that evaluates structure, job design, and manpower forecasting throughout the company. Coordinates activities across division lines. Evaluates plans and changes to plans. Makes recommendations to senior management.

Directs a process of organizational development that primarily addresses succession planning throughout the company. Coordinates activities across division lines. Evaluates plans and changes to plans. Makes recommendations to senior management.

Establishes wage and salary structure, pay policies, performance appraisal programs, employee benefit programs and services, and company safety and health programs. Monitors for effectiveness and cost containments.

Establishes standard recruiting and placement practices and procedures. Reviews variances to
schedules. Interviews executive-level candidates.

Establishes in-house management training programs that address company needs across division lines (e.g., NMO, Performance Appraisal, Interviewing).

Defines all Human Resources programs, and authority/responsibility of Human Resources and line management within those programs. Provides necessary education and materials to line management and employees—workshops, manuals, employee handbooks, standardized reports.

Oversees implementation of programs through Human Resources staff. Monitors administration to standards. Identifies opportunities and resolves discrepancies.

Selects and coordinates use of Human Resources consultants, insurance brokers, insurance carriers, pension administrators, training specialists, labor counsel, and other outside sources.

Conducts a continuing study of all Human Resources policies, programs, and practices to keep top management informed of new developments.

Directs the preparation and maintenance of such reports as are necessary to carry out functions of department. Prepares periodic reports to top management, as necessary or requested.

III. QUALIFICATIONS AND REQUIREMENTS:

Bachelor's degree or equivalent in Human Resources. Specialized training in organizational planning, compensation, and preventive labor relations.

Generalist background with broad knowledge of employment, compensation, organizational planning, employee relations, and training and development. Well-developed administrative skills. Strong management skills—principles and people. Experienced working with more than two divisions.

From eight (8) to ten (10) years' experience gained through increasingly responsible management positions within Human Resources.