

## Director of Human Resources Job Description

**FLSA Status:** Exempt

**EEOC:** Executive/Senior Level Officials

**Supervisor Title:** President

**Last Revised:** February 2019

**Job Summary:** The Director of Human Resources provides human resources support and leadership for the company's growing entities. This position actively partners with senior management to ensure that the strategic human resource goals, policies, benefits, performance management, HR systems, employee relations, communications and programs are aligned with HNN's mission and core values and are compliant with all employee related state and federal regulations.

### Essential Duties and Responsibilities

1. Keep a pulse on the overall makeup, strengths, weaknesses and needs of the company's entities and work to provide guidance, present recommendations and implement programs with the senior management team as needed.
2. Assess and promote HNN's vision and core values with a particular emphasis on managing and monitoring company culture.
3. Stays current and aware of human resources and other real estate and construction related industry standards, legislation impacting department and industry practices, policies and procedures. Ensure compliance with sexual harassment policies and procedures, employment law and Fair Housing Laws across the company.
4. Works closely with the Presidents and key senior management team members to maintain a complete understanding of the entire company's budget projections related to employment growth and provide guidance to the senior management to adjust strategies accordingly.
5. Oversee and continue to develop the performance evaluation program. Facilitate training and create materials when needed to help support the employee evaluation process.
6. Lead and/or participate in firm wide initiatives including but not limited to; onboarding and orientation, leadership development, mentoring, engagement surveys, company conference and organizational improvement. Develop methods to measure success (HR Metrics) and to find opportunities for improvements.
7. Oversee the Talent Acquisition Manager and assist with management of companywide recruiting efforts to attract the industry's best and brightest candidates; assess needs, oversee related processes, prepare documents, and integrate staff.
8. Develops onboarding plans for key corporate employees to ensure a successful transition into their new roles.
9. Ensure wage surveys are conducive within the labor market to determine competitive wage rates and benefits.
10. Direct the management of Human Resource Information Systems. Build and implement system features that enhance efficiency, manager functionality and employee experience.
11. Direct the management of employee benefit programs including plan design, renewals, open enrollment process, general communication and related documentation and inquiries.

12. Annually lead the Talent Review/9-box grid process to encourage an ongoing evaluation of companywide talent. This exercise establishes the talent pipeline and assists with succession planning.
13. Propose new or improved benefit strategies to address the changing workforce demographic, including but not limited to, employee recognition programs, volunteer time off, administering a demographic and employee benefits survey and administering health and wellness programs. Organizes the selection of the annual HNNy awards presented at JANUS.
14. Support managers at all levels regarding delivering discipline feedback. Coach and mentor on the best form of discipline depending on the situation. Maintain consistency across the company with regards to what type is discipline delivered for similar situations.
15. Properly address and document employment issues, including termination, and provide support to the senior management team and other related staff in such matters.
16. Respond to employee inquiries regarding policies, procedures, and programs.
17. Oversee and respond to employment claim matters, labor and industry related matters, lawsuits, and other requests for information while optimizing risk management.
18. When necessary conduct ethical and consistent investigations according to company policies and procedures. Recommend a low liability solution to ownership and senior management.
19. Prepare reports and recommend policy change, write policy and procedure updates as required including but not limited to the employee manual.
20. Organize and facilitate the annual evaluation and selection process for the Senior Program. Communicate timeframes and expectations to candidates and management members involved in the process. Support ongoing training needs for employees in Senior roles.
21. Lead the human resources department by holding monthly team meetings, 1-on-1 individual weekly meetings, provide and recommend training opportunities and deliver regular performance feedback.
22. Keeps the HR page on the Unily/Intranet website up to date and partner with the IT department to redesign the page when needed.
23. Oversee and manage all workers compensation claims, FMLA and other leave requests.
24. Supports HR Generalist on questions regarding unemployment claim paperwork and testifies on behalf of the employer when unemployment hearings arise.
25. Support and provide direction to the Training and Development Specialist with regards to company needs and goals related to training.
26. Anticipate deadlines and remain accountable for timely acknowledgement and appropriate responses to correspondence.
27. Attend webinars, in person training and online training as communicated by your supervisor, or any other corporate designee.
28. Represent HNN in a professional and ethical manner internally and in the community.

## **Knowledge, Skills and Abilities**

1. Thorough knowledge of the principles and practices of human resources administration as related to recruitment and selection, classification and compensation, employee/labor relations, employee benefits, training and workers' compensation.
2. Thorough knowledge of sexual harassment, Federal Fair Housing and other applicable local, state or federal regulations.
3. Thorough understanding of P&L statements, GLs and budgeting.

4. Thorough understanding of Microsoft Office Suite (Outlook/Word/Excel) and ability to quickly learn other HNN software applications, such as ADP TotalSource, to maximize use of software.
5. Demonstrates expert skills in problem solving and conflict resolution.
6. Ability to tactfully interact with employees at all levels in ways that allow differences in views to be expressed and explored while still maintaining and strengthening relationships.
7. Knowledge of and experience with negotiating and facilitating contracts and maintaining excellent relationships with vendors.
8. Demonstrates a sense of humor and a high degree of flexibility and tolerance for change.
9. Maintains utmost confidentiality in regards to information and situations.
10. Must be able to work at a fast pace, perform duties while under pressure, stay organized and meet deadlines in a timely manner to interact/communicate with other associates, residents, visitors and the public in a professional and pleasant manner.

## **Personnel Management**

Supervises the company's human resources department, including the Recruitment and Employment Development Manager, the HR Generalist and the Administrative Assistant.

## **Qualifications**

1. College or university degree in Human Resources, Public Administration, Business Administration, or related field and at least eight to ten years of direct experience.
2. SHRM and/or PHR certification. Relevant specialized training completed in non-certificate programs may be considered in lieu of professional certifications.
3. Prefer previous experience with and knowledge of human resources as it relates to the construction and property management industries.
4. Exceptional leadership skills and ability.
5. Self-motivating with a high level of positive energy, takes initiative and innovates.
6. Exceptional written and verbal communications, responsive and courteous.
7. Exceptional mathematical skills and reasoning ability, in particular, with statistical data analysis, budgeting and financials.
8. Ability to analyze, evaluate and act on issues and/or problems, reach sound and ethical conclusions and take appropriate action.
9. Ability to effectively present information to top management, public groups, and/or leadership, including the company's owners.
10. Successful completion of background check and drug screen is required.
11. Must have at least a high school diploma/GED.
12. Must be able to speak, read and write English in a manner sufficient to carry out the duties.
13. Must be legally qualified to work in the U.S. meeting I-9 guidelines.

## **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, see, talk and hear. The employee is occasionally required to stand; walk; use hands and fingers; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

### **Work Environment**

1. Flexibility to travel to different locations as needed.
2. Valid driver's license/valid insurance.
3. Flexibility to work evenings and weekends as needed, in particular, for company and/or industry events, as well as emergencies.

### **Other Duties**

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform. Duties and responsibilities can be changed, expanded, reduced or delegated by management to meet the business needs of the company.

### **AAP/EEO Statement**

HNN provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. Further, the company takes affirmative action to ensure that applicants are employed and employees are treated during employment without regard to any of these characteristics. Discrimination of any type will not be tolerated.

### **HNN Accountability**

To your supervisor, Philip Nored, and Jack Hunden and Tom Neubauer as owner representatives and to our entire team – each individual is accountable for everyone else.

### **Signatures**

This job description has been approved by management:

HR \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position:

Employee \_\_\_\_\_ Date \_\_\_\_\_

