

Human Resources Director

The Human Resources Director partners with senior leadership to provide support, consulting and leadership on matters of organizational planning, recruitment, compensation, employee relations, performance management and development of HR policies programs and procedures. The HR Director is responsible for the management and administration of the day-to-day Human Resources functions including policies and practices, laws and compliance, personnel administration, training, compensation and benefits. The Human Resources Director is expected to provide strategic leadership and direction to the senior leadership by articulating current and future Human Resource needs and plans. The Human Resources Director reports directly to the Corporate President and works closely with the senior leadership team.

Essential Functions

The functions listed describe the business purpose of this position. Specific duties or tasks may vary and be documented separately. Additional duties may be assigned, and functions may be modified according to business needs. All assigned duties or tasks are deemed to be part of the essential functions:

- Plan, organize and manage the day-to-day activities of the HR department
- Serve as subject matter expert on HR policies, programs, and practices
- Work with senior leadership and managers to provide expertise and hands on support in areas including: workforce planning, onboarding, employee retention, employee relations, training, management coaching, and change management.
- Monitor developments in federal, state, and local employment laws and statutes to ensure compliance with regulatory requirements
- Ensure consistent application of HR policies, programs, and services, including compensation, benefits, compliance, employee relations and communications.
- Manage and maintain awareness of front line employee relations issues and concerns
- Pro-actively identify and assess potential legal risks and act to ensure compliance
- Provide coaching, counseling, and guidance regarding complex employment issues
- Conduct thorough, objective investigations and determine appropriate course of action
- Act as a resource to employees when needed providing guidance and interpreting company policy
- Advise managers on employment decisions, including hiring, disciplinary, and termination decisions to ensure compliance with company policy as well as state and federal regulations.
- Act as primary point of contact with providers and oversee administration of benefits programs (Self-funded Medical, Dental, Life, 401k, STD/LTD, Wellness).

Qualifications

Minimum requirements:

- Bachelor's Degree and 10+ years of progressive human resources experience
- Excellent interpersonal skills and ability to effectively communicate at all levels within the organization
- Proactive problem-solving skills and ability to work with teams and independently

- Proficient use of Microsoft Office Suite and the ability to work with software programs which support HR functions
- Confidentiality, integrity, and authenticity
- Comfortable handling multiple priorities, including shifting priorities, keeping others informed
- Ability and willingness to travel (some overnight) up to 20% of time
- Valid driver's license

Desired requirements:

- Professional Certifications (PHR, SPHR, SHRM-CP, and SHRM-SCP) preferred
- Construction industry experience preferred
- Federal government contracting experience preferred

Physical Demands and Work Environment

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, feel; reach with hands and arms; see, talk or hear and taste or smell. Frequently stand and walk. Occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move up to 25 pounds. Most work is performed in office environment but some time is spent in construction field where the employee may be exposed to weather and temperature extremes, increased risk of trips or falls, high noise levels and increased risk of injury through close proximity to heavy equipment.

The physical demands 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 of this position.

EOE/M/F/Vet/Disabled

To apply email resume to eepps@morgan-corp.com