

Position Description
Human Resources Director
June 2024

POSITION SUMMARY

- Perform a wide variety of confidential and detailed tasks – if you love variety and a fast pace you will thrive in this role! In this position you will have the opportunity to coordinate learning programs, organize new hire orientation, create and prepare a variety of materials, manage our learning & development systems, support our onboarding experience and so much more!
- Oversee all aspects of Human Resources functions for a mid-sized consulting engineering firm.
- In this role, you will oversee all day-to-day HR needs of the organization. This position is responsible for high-level leadership and impact, influencing the strategic direction of the company.
- The Human Resources Director will collaborate across the organization, driving strategic HR initiatives that fuel company performance, nurture employee relations, and foster a culture of growth and engagement aligned with the company's goals and values.
- These strategic areas include culture development, talent management, change management, organizational and performance management, training and development, and compensation packages.
- Facilitate dialogues around challenging topics, ensuring a workplace that values open communication and learning.
- Provide general and specialized support for the Leadership Team in employment, compensation, unemployment insurance, benefits, employee relations, retirement programs, training, and other related areas.
- Perform day-to-day HR functions such as recruiting and selection, administering pay, and employee services such as benefits and leave in compliance with employment laws and company policies. Additionally, process bi-weekly and monthly payroll and provide administrative support to the Leadership Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES*Payroll*

- Manage payroll processing, ensuring accuracy and timeliness of payments.
- Process employee changes (salary increases, garnishments, insurance deductions, address changes, transfers, terminations, etc.) in the HRIS system.
- Prepare bi-weekly and monthly payroll and prepare payroll reports (bi-weekly, monthly, and year end) in accordance with a payroll checklist.

- Process all applicable deductions, pay adjustments and review computed wages to identify/correct errors to ensure accuracy of payroll.
- Create and maintain up-to-date employee files both physical and electronic (HR, Payroll and Benefits).
- Complete quarterly 941 and 940 reports.
- Submit payroll taxes for each payroll through EFTPS.
- Complete HSA approval to be processed for employees with HSA accounts.
- Prepare spreadsheet for each payroll with 401k payments for 401k provider.
- Complete census for benefits for Employee Benefits to our broker.
- Complete state withholdings monthly for states with State Income Tax.
- Complete 401k Census on annual basis confirming the annual contributions for employees.
- Complete spreadsheet on health/dental benefits provided by 2% stockholders and prepare tax deductions to be taken out on October, November and December payrolls.
- Maintain Excel spreadsheet with Health, Dental, Vision and Life Insurance for all employees.
- Complete annual 940 report.
- Complete filing of SUTA reports quarterly for each state where we operate.
- Verify W2's and produce W2 for each employee.

Recruiting

- Coordinate recruitment efforts, from job postings to candidate interviews and selection.
- Develop and implement recruiting strategies to attract and retain top talent.
- Manage the end-to-end recruiting process, including job postings, screening resumes, conducting screening interviews, sitting in on technical interviews and hiring decisions.
- Source candidates using a variety of search methods to build a robust candidate pipeline.
- Work with hiring managers to identify staffing needs, and coordinate interviews, and selection process.
- Select, implement, and manage Applicant Tracking System.
- Stay abreast of recruiting trends and best practices.
- Participate in outside activities including but not limited to job fairs, employer events, education events, etc.
- Conducts job interviews; prepares job offer letters; initiate pre-employment background checks; reviews new hire paperwork for accuracy and completeness; verifies work status; ensures new hire information is correctly submitted to Infinium; conducts exit interviews with terminating employees; and process all employment-related paperwork for new hires and/or terminated employees timely.
- Conducts new hire and employee benefits onboarding/orientation in connection with local hiring manager; responds to employee inquiries regarding benefits and other employment and policy questions.
- Facilitate training programs as requested by the Leadership Team and assist with identifying and addressing other training and development activities for the staff.

Policy/Regulatory

- Develop and implement HR policies and procedures in accordance with company goals and regulations.
- Review and make recommendations to executive management for improvement of organizational policies, procedures and practices; assist all employees in communicating and implementing organizational policies and procedures.
- Maintain knowledge of employment laws and pending changes; assure organizational compliance with all applicable local, state and federal employment laws and regulations; alert executive leadership to any and all compliance issues.
- File, label, organize, and manage team member files in our database.
- Create and draft letters, correspondence, and documents related to a variety of People & Culture items.
- Prepare and maintain employee personnel files, records, and information; process personnel transactions and record employee information such as personal data, compensation, benefits, and termination data; answer inquiries from outside agencies to verify employment status.
- Prepare documentation on terminations to ensure that employee receives COBRA notification and other legally required information; provide documentation for unemployment claims to requesting agencies.
- Engage employees in the interactive process for all medical leave requests to ensure proper procedures are followed and documented; process medical leave requests after approval by Leadership Team.
- Conduct exit interviews and ensure smooth offboarding procedures.

Performance Development & Evaluations

- Coordinate performance evaluations and provide guidance on professional development opportunities through local supervisors.
- Refine and facilitate our performance review process.
- Assist executive leadership and department heads with performance management issues, i.e. evaluating staff performance, communicating results and/or development needs, and implementing improvement plans and/or corrective actions when necessary.
- Manage content in our Learning Management System and coordinate a variety of learning programs offered to team members.
- Maintains databases and spreadsheets on attendance, personal days, and corrective disciplines.

Employee Relations/Culture

- Handle employee relations issues, including conflict resolution and disciplinary actions when necessary.
- Serve as a liaison between employees and management to address concerns and foster a positive work environment.

- Serves as a point of contact and mediator for employees regarding HR-related issues.
- Participate in the Employee Appreciation activities - where we take care of and appreciate the best employees in our region.
- Work with executives to create and sustain a culture consistent with the core beliefs and values of the organization. Assure an environment which emphasizes cooperation, communication, and teamwork with all departments.
- Maintain awareness of employee well-being and morale issues, including areas of employee satisfaction and dissatisfaction, employee engagement and disengagement, and rates of turnover and retention.
- Support our Onboarding and Employee Experiences, working closely with our Marketing Director.
- Plan events for employee activities, employee communications, and conducts training as necessary, working closely with our Marketing Director.
- Contribute articles for company newsletter.

Compensation (Salary & Benefits)

- Administer employee benefits programs, including health insurance, retirement plans, and other perks.
- Coordinate salary reviews with Leadership Team.
- Refine our bonus structure and metrics and assist with the administration of our bonus process.
- Maintain the organization's compensation and benefits systems and plans; make recommendations for change and improvement as needed.
- Verify accuracy of information for all employees through the accounting system as well as the benefits portal/system during annual benefits open enrollment period; verify accuracy of information for new hires and status changes for existing staff.
- Process retirement requests (pension/401k) and coordinate with program administrators.
- Administer benefits for the firm including execution of benefit open enrollments and management of off-cycle enrollment activity – adds, terms, qualifying events, dependent eligibility. Coordinate resolution of escalated benefit issues.
- Administer workers compensation and leave of absence policies, to include follow-up. Maintain Vacation/Sick pay balances and monitor attendance records to include assisting and processing of attendance improvement notices.

ADDITIONAL TASKS

- Collaborate with Office / Division Managers to address staffing needs and workforce planning.
- Have fun and enjoy bringing great talent to the team!
- Oversee and perform day-to-day functions in the HR department.
- Manage the implementation of new HRIS modules and upgrades, including the design and testing of new functionality, data conversions, and system integrations.
- Create, prepare, and distribute materials for presentations, meetings, and events.

- Assist with ad-hoc People & Culture projects as needed.
- May represent the Company at local civic and human relations activities.
- Process HR related invoices and submit to accounting as needed.
- Coordinate / promote ideas for team building and team celebration activities.
- Other duties as assigned.

GENERAL EXPECTATIONS

- Excellent written, verbal, and interpersonal communication skills.
- Demonstrated ability to establish effective and cooperative working relationships built on trust.
- Proven leadership ability, as well as strength in building internal partnerships.
- Demonstrated analysis, problem-solving, research and report writing skills.
- Excellent organizational and time management skills.
- Ability to work independently to achieve goals and targets.
- Comfortable making decisions independently.
- Working knowledge of applicant tracking and Human Resource Information Systems (HRIS).
- Ability to manage a wide range of relationships with a variety of stakeholders.
- Proficient in Microsoft Office, Handshake, and LinkedIn.
- Working knowledge of interview techniques and applicant screening methods.
- Deep understanding of employment laws and regulations.
- Familiar with a wide variety of sourcing avenues.
- Ability to maintain strict confidentiality and has proven trust by others at all levels of the organization.
- A self-starter that is adaptable to a fast-paced environment
- Ability to prepare presentations on confidential material.
- Growth mindset with a desire to grow HR skillset.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, and coordination of people and resources.
- Knowledgeable in payroll and HRIS systems required.
- Able to plan, organize, and prioritize work while demonstrating flexibility to adapt to shifting priorities.
- Able to motivate, develop, and encourage people to perform at their highest potential with the ability to identify and place the best people in the right job.
- Attention to detail and accuracy.

MINIMUM QUALIFICATIONS

Education & Training Requirements

- Bachelor's Degree in Human Resources, Business Admin, or related field.
- SHRM-CP or SHRM-SCP preferred.

Work Experience Requirements

- Recruitment experience preferred.
- 5 years minimum with a preference for 8 years of progressive HR experience dealing with all aspects of HR.

Physical Demands and Work Environment

- This is an on-site work position; it is not remote.
- Must be able to lift up to 15 pounds at times.
- Able to have fun and tell good jokes!!!
- We're all on the same team.
- Travel is rare for this position, however there may be times where office visits and meetings are necessary.
- This position operates in an office environment working at a personal computer where you may sit or stand.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the person in this position. The Human Resources Director will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments to them. The requirements listed in this job description are the minimum levels of knowledge, skills, and abilities.

This document is not an offer of employment nor does it create an employment contract, implied or otherwise. West Plains Engineering, Inc. is an "at will" employer.

END OF DOCUMENT

WEST PLAINS ENGINEERING, INC.