
JOB DESCRIPTION

TITLE: Director of Human Resources

JOB SUMMARY

Develops Human Resources policies and programs for the entire company. The major areas covered are organizational planning, organizational development, employment, training, employee relations, compensation, benefits, safety and health, and employee services. Originates Human Resources practices and objectives that will provide a balanced program throughout all divisions. Coordinates implementation through Human Resources staff. Assists and advises senior management on Human Resource issues.

ESSENTIAL FUNCTIONS/DUTIES AND RESPONSIBILITIES

- Formulates and recommends Human Resource policies and objectives for the entire company.
- 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 Resource function (e.g., OSHA, EEO, TEFRA, ERISA, Wage & Hour). Monitors exposure of the company. Directs the preparation of information requested or required for compliance. Acts as primary contact with labor counsel and outside government agencies.
- Protects interests of employees and the company in accordance with company Human Resource policies and governmental laws and regulations. Approves all 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 departmental 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. 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. Interviews mid and executive-level candidates.
- Establishes in-house management training programs that address company needs across division lines
- Defines all Human Resources programs, and authority/responsibility of Human Resource and line management within those programs. Provides necessary education and materials to line management and employees—workshops, manuals, employee handbooks, standardized reports.
- Recommends and coordinates use of Human Resource 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.

- Point person for any labor negotiations.
- Keeps supervisors informed of significant problems that jeopardize the achievement of objectives and those which are not being addressed adequately at the line management level.

ADDITIONAL RESPONSIBILITIES:

Assumes other duties as assigned and/or identified by Executive management

QUALIFICATIONS

- Bachelor's degree in Human Resources or a related field.
- Specialized training in organizational planning, compensation, and labor relations.
- Generalist background with broad knowledge of employment, compensation, benefits administration, organizational planning, employee relations, and training and development.
- Well-developed administrative skills. Strong people management skills.
- From eight (8) to ten (10) years' experience gained through increasingly responsible management positions within Human Resources.
- Experience with agricultural HR and law issues preferred

This position requires that you be able to speak, read and write English at a level, which allows full communication and participation in a team situation. The ability to speak, read and write Spanish is preferred but not required.

PERSONNEL SUPERVISED:

Human Resource Manager
Human Resource Generalists
Other departments as determined

PHYSICAL DEMANDS

The employee is regularly required to sit; use hands to finger, handle controls; talk/hear. Employee is frequently required to stand, walk and stop. Specific vision abilities required by this job include close vision and the ability to adjust focus.

CONTACT:

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