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| Job Title: Director of Human Resources |
| Department: Corporate Administration |
| Revision Date: 09/01/2023 |



Position Overview

Director of Human Resources will practice personnel management and advocacy, managing all aspects of employment needs. This position will ensure all employees, including management, are compliant with federal, state, and in-house regulatory requirements and procedures. The Director of Human Resources must be familiar with and willing to build upon knowledge and experience with the state and federal branches of the Department of Transportation (DOT), Occupational Safety and Health Administration (OSHA), Equal Employment Opportunity Commission (EEOC), Department of Labor (DOL), and Mine Safety and Health Administration (MSHA). It is imperative this individual has excellent time-management skills, a strong ability to multi-task, a willingness to learn and implement additional technologies, and is very well organized.

Our family of companies, functioning under FLASH, the parent organization, employs nearly 300 people. All our companies are centrally managed by our corporate office located in Green Lake, Wisconsin. As trucking is our mainstay, much of our operation is regulated by the Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA). Our sand mine facilities are governed by MSHA. Most of our operations are 24/7/365. Our 100+ truck fleet operates out of terminals within the Midwest. In addition, we operate Transload Solutions, a transload service company in West Virginia. Our community grocery store, Crossroads Market, is also in Green Lake. This position has administrative support personnel consisting of an HR Manager in Texas, and an HR Assistant in the corporate office.

Essential Job Functions

* Responsible for all aspects of the hiring, retention, and termination processes.
* Oversee the recruitment process, working with all division and department managers to ensure positions are posted, advertised, and filled promptly.
* Generate regular reports for executive leadership on the hiring pipeline including status of open positions.
* Manage the recruitment marketing budget, working with the marketing and executive leadership teams to ensure job post spending and hiring targets are maintained.
* Maintain and continuously improve orientation procedures for onboarding new hires.
* Ensure new employee training and onboarding processes are documented, and that HR team and key managers are supporting training and check-in processes.
* Maintain and provide ongoing support and training of company wage master to executive leadership and key managers.
* Manage all pre and post hire compliance processes including but not limited to alcohol and drug testing, background checks, employment verifications, and reference checks.
* Benefit plan management and administrative oversight of benefits management systems including enrollments, terminations, and reporting.
* Coordinate and present to executive leadership ongoing evaluation of benefits to maximize value for employees and the company.
* Communicate with employees about compensation, benefits and other facets of their employment including regular monthly newsletters, bi-annual total compensation summaries, app-based notifications, and in person educational meetings.
* Lead and oversee administration of the company 401(k) program.
* Administer and maintain reporting to executive leadership all activity regarding disability, leave programs including FMLA, and COBRA.
* Serve as an advocate to company and department management team to help increase employees’ job satisfaction. Work closely with key managers to establish bonus programs, policies, and other tools to both improve employee morale and add value and benefit to the organization.
* Advise HR team and other key managers regarding the disciplinary process to ensure proper documentation is maintained in employee files.
* Manage Unemployment as it relates to documentation, follow-up, interviews, and hearings, as necessary.
* Worker’s Compensation Management, including coordinating with insurance carriers, advising HR team and key managers on injury triage, injury management procedures, reporting to executing leadership and other regulatory agencies as needed, documentation, and our return to duty program.
* Ensure employee files are properly maintained within our information systems.

Skills

* Bachelor’s degree in Human Resources, or related field required
* 10+ years’ experience in the Human Resources department
* 5+ years’ experience in a HR leadership position
* Strong understanding of the interviewing process, benefits administration, payroll and other HR functions
* Excellent communication, leadership, and planning skills
* Strong time-management and multi-tasking abilities

\* The above list is not an all-inclusive list of duties and/or requirements.  You will be expected to perform various tasks as required by the customer.  As business objectives change, so may your duties too.