

# VP Human Resources

Job Title:	VP Human Resources	Company Job Code:	.....
FLSA Status:	.....	Division/Department	.....
EEO Code:	.....	Reports to:	CEO/President
Salary Grade/Band:	.....	Last Revision Date:	.....

## SUMMARY

Provide leadership and coordination of company Human Resource functions. Develop and implement corporate Human Resource strategy and programs.

## PRIMARY RESPONSIBILITIES

1. Create company strategic recruitment and selection plan.
2. Coordinate company equal opportunity programs to achieve diversity goals.
3. Create company strategic training and organizational development plan to meet personal, professional, and organizational needs of company employees.
4. Oversee compensation programs to ensure regulatory compliance and competitive salary levels.
5. Oversee the design and development of compensation strategy and programs.
6. Direct the administration of benefit programs to include: health, retirement, death, disability, and unemployment.
7. Evaluate and recommend improvements to benefit programs.
8. Coordinate the administration and negotiation of union contracts.
9. Develop and coordinate grievances and mediate workplace disputes.
10. Evaluate procedures and technology solutions to improve human resources data management.
11. Recommend and maintain an organizational structure and staffing levels to accomplish company goals and objectives.
12. Evaluate company culture and provide recommendations on changes to accomplish company goals and objectives.
13. Evaluate and recommend human resource outsourcing opportunities and identify potential vendors.
14. Develop and manage annual budgets for the division and perform periodic cost and productivity analyses.
15. Recommend and establish company policies and procedures.
16. Work with department managers and corporate staff to develop five year and ten year business plans for the company.
17. Establish and implement short- and long-range departmental goals, objectives, policies, and operating procedures.
18. Serve on planning and policy-making committees.
19. Other duties as assigned.

## **ADDITIONAL RESPONSIBILITIES**

1. Recruit, train, supervise, and evaluate department staff.

## **KNOWLEDGE AND SKILL REQUIREMENTS**

1. Experience in strategic planning and execution. Knowledge of contracting, negotiating, and change management. Knowledge of federal, state, and local employment, wage and salary laws and regulations. Ability to interpret and advise on the application of EEO/AA laws. Ability to analyze and assess training and development needs. Knowledge of organizational development theory and practices. Experience in design, development and implementation of salary administration plans and benefit programs. Ability to negotiate and manage collective bargaining agreements and alternative dispute resolution processes. Experience in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures. Knowledge of computerized information systems used in human resources applications.
2. Work requires professional written and verbal communication and interpersonal skills. Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects. Ability to participate in and facilitate group meetings.
3. This is normally acquired through a combination of the completion of a Masters Degree in Human Resources and ten years of experience in a senior-level Human Resource position.
4. Work requires willingness to work a flexible schedule.

## **WORKING CONDITIONS**

Working conditions are normal for an office environment. Work may require occasional weekend and/or evening work.

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