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# Human Resources Leader

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**Reports To:** Chief Executive Officer

## **POSITION PURPOSE:**

Serve as an active member on the executive leadership team. Work across all functional areas of the organization to drive desired business results in accordance with the strategic plan. Contribute to the positive return on shareholder value.

Contribute to the organization's strategy, growth and development by leading the human capital strategies and processes. This includes but is not limited to leading recruiting efforts, implementing retention strategies, creating competitive total rewards package, managing compliance, facilitating organizational development efforts and leading associate relations initiatives.

## **RESPONSIBILITIES - ESSENTIAL JOB FUNCTIONS:**

1. Demonstrate the company's corporate values.
2. Build enduring relationships with associates. Demonstrate a servant leadership approach with all stakeholders.
3. Serve as an active, contributing executive leadership team member.
4. Create balance between the associates, clients and shareholders through steady decision making. Demonstrate a proactive approach to problem solving.
5. Oversee the recruiting strategy and process by leading and supporting the Recruiter. Guide recruiting strategies to best meet the organizational need for growth, as directed by the strategic plan. Assist in the recruiting and onboarding of key leadership. Build recruiting measurements to enable success. Accountable for overall recruiting success.
6. Facilitate organizational structure development. Assesses organizational needs related to roles and works closely with teams to implement and communicate a structure that meets the needs of the business.
7. Lead and manage non-technical training & development efforts. Assesses training and development needs, implements training programs that develop the capability of leaders and associates.
8. Lead and manage the organization's performance management system. Ensures that system is effective, measurements match position requirements and builds a foundation for associate success, growth and development. Ensures the system creates a way for leaders to give timely and meaningful feedback to associates. Holds leaders accountable within process.
9. Build a total reward system that enables the organization to grow and retain talent. Conducts regular market analyses on compensation and benefit programs. Makes

recommendations for change in order to create balance between the business and market conditions.

10. Facilitate the organization's succession planning initiatives. Works closely with leaders and associates to build an organization capable of growth. Oversees mentoring programs, and ensures that they are effective and impactful to stakeholders.
11. Manage broker and vendor relationships in the best interest of the company. Builds effective relationships and holds partners accountable for service standards.
12. Lead the company's executive compensation committee. Works closely with the committee members to develop recommendations, conduct market analysis and facilitate compensation programs.
13. Partner with Operations team members to develop the company's internship program. Works closely with the Recruiter to develop talent requirements.
14. Ensure the organization is compliant with federal, state and local employment laws. Owns the company handbook, policy development, etc. Communicates expectations to associates and ensures compliance with established standards. Ensure appropriate reporting requirements are met in a timely fashion.
15. Build and maintain human capital measures that communicate the success of HR related strategies (i.e., associate engagement survey, turnover report, recruiting pipeline, etc.).
16. Leads internal associate relations teams including Associate Focus Group, Wellness Committee and supports the Director of FUN with events.
17. Perform various administrative tasks including status reports, time recording, etc.
18. Perform any special duties as assigned by the supervisor.

<b>KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:</b>
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1. Minimum of a Bachelor's degree in Human Resources, Business Administration or related discipline plus 5 years of experience as well as demonstrated success in a human resource generalist role. Experience working in the technology or consulting industry a plus. Leadership experience a plus.
2. Exceptional interpersonal skills in order to lead organizational development efforts. Must be able to gain the trust of others and facilitate difficult conversations at any level of the organization.
3. Excellent decision making skills, attention to detail, and capacity to handle multiple priorities are critical success factors for this position.
4. Excellent communication skills in order to effectively present ideas, concepts and information to groups of any size. Ability to effectively communicate in all aspects: written, verbal, non-verbal.
5. Exceptional active listening skills. Able to interpret the needs of others and give feedback.
6. Excellent organizational skills in order to effectively manage multiple projects as well as communicate needs to appropriate business units, partners, associates and the like.
7. Ability to problem solve and think analytically.
8. Well networked and ability to build the firm through community involvement (i.e., blogging,

article writing, speech giving, serving as a board member, etc.)

9. Ability to articulate the organizational value proposition and represent the Skyline brand both internally and externally.
10. Ability to approach a problem with a process-improvement oriented approach. Comfortable with process oriented tools and strategies.
11. Ability to work independently or as a member of a team of professionals.
12. Desire for continued education and/or certification as it relates to the position.
13. Skilled in Microsoft Office technologies including Word, Excel, PowerPoint, Visio, etc.
14. Knowledge of Microsoft stack of technologies is a plus. (SharePoint, BI tools, etc.)

#### **EQUIPMENT TO BE USED:**

Must be able to operate personal computer, laptop and other standard office machines such as fax, copy machine, calculator, telephone, etc.

#### **TYPICAL PHYSICAL DEMANDS:**

Requires sitting, standing, bending and reaching. Requires eye-hand coordination and manual dexterity sufficient to operate a computer and standard office equipment. Requires hearing within normal range and vision correctable to 20/20 to read communications, reports and computer terminals. Must have a valid driver's license in order to attend client visits and company-related meetings in the area and out of town.

#### **TYPICAL MENTAL DEMANDS:**

Must be able to analyze many variables and choose the most effective course of action for the organization at any given point in time. Must be able to communicate and provide verbal feedback in a professional manner. Must be able to analyze causes of interpersonal conflicts and resolve complex communications issues. Must be able to resolve problems, handle conflict, and make effective decisions. Ability to give, receive and analyze information, formulate work plans, prepare written materials, and articulate goals and action plans. Must handle novel and diverse work problems on a daily basis. Must be able to perform arithmetic calculations involving fractions, decimals and percentages.

***The information contained in this job description is intended to describe the essential job functions required of those assigned to this job. It is not intended to be an exhaustive list of all accountabilities, activities, skills and knowledge needed to perform the job. Please note that the job functions are reviewed periodically and are subject to change based on the business needs of the company.***