



<b>Job Title:</b> Human Resources Director	<b>Effective Date:</b> April 15, 2018
<b>Division:</b> Administration	<b>FLSA Status:</b> Exempt
<b>Position of Supervisor:</b> Chief Marketing and Administrative Officer	

**Position Summary:**

Open Sky is dedicated to building capacity and providing leadership through Human Resources to make our organization stronger and more effective and to reflect our commitment to excellence. This position impacts our success and vitality through recruiting and hiring the best employees and providing them with the compensation, benefits, training, development, and systems they need to be successful. Human Resources aligns the entire organization with our mission, vision, values, and goals.

The position reports directly to the Chief Marketing and Administrative Officer. Provides timely and comprehensive service for company Human Resources needs. Develops and implement personnel policies and procedures aligned with department and company goals and strategy. Ensures compliance with company policies, benefits, and licensing. Leads the development and management of human capital.

**Standard Job Requirements:**

1. Embrace the vision, mission, and values of Open Sky.
2. Comply with all Open Sky policies, rules, procedures, and HR / licensing requirements.
3. Pass pre-employment physical and drug screening.
4. Pass an annual physical.
5. Communicate clearly and accurately both orally and in written format.
6. Maintain excellent organizational skills and the ability to multi-task.
7. Work independently with minimum supervision.
8. Collaborate with teams and recognize situations that require teamwork.
9. Establish and maintain effective working relationships with co-workers, supervisors, and external partners.
10. Maintain strict confidentiality of all customer and company matters and be able to recognize situations where confidentiality should be maintained even if not legally required.
11. Have computer knowledge and skills and the ability to learn and adapt to new programs and software.

## Essential Duties, Functions and Responsibilities:

1. Leadership and Supervision
  - a. Manage all aspects of the Human Resources Department including the Administrative Team.
  - b. Develop Human Resources Department goals, objectives, analytics, metrics and systems.
  - c. Oversee the direction of daily work flow of direct reports to maximize efficiency and ensure department deliverables are met.
  - d. Oversee the hiring, onboarding and training of employees.
  - e. Manage timesheets and time off requests for employees.
  - f. Provide individual supervision, team meetings, coaching, hiring, task management, and regular reviews.
  - g. Act as liaison between the leadership team and internal staff at all levels of the company.
  - h. Contribute to annual budgeting process.
2. Relationship Manager
  - a. Proven ability to speak, write, and listen in a manner that clarifies issues, promotes closure, and delivers information in a clear and concise manner.
  - b. Lead by setting a positive, collaborative, productive, and motivational tone.
  - c. Coach and provide actionable feedback to all levels of personnel.
  - d. Identify and lead company-wide professional development initiatives.
  - e. Recommend solutions and assist in solving day-to-day Human Resources matters.
  - f. Anticipate client needs and proactively identify areas for collaboration and integration.
  - g. Organize and integrate multiple geographically dispersed teams.
  - h. Provide an open door and welcoming environment where staff can confidentially discuss and process private or confidential thoughts/concerns.
  - i. Perform difficult staffing duties, including dealing with understaffing, disputes, terminations, and disciplinary procedures. Make and communicate difficult and sometimes unpopular decisions.
3. Compliance
  - a. Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; and representing the organization at hearings.
  - b. Support licensing and accreditation efforts.
4. Benefits
  - a. Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
  - b. Monitor benefit cost trends and related metrics in coordination with the Finance Department.
  - c. Coordinate and plan annual Open Enrollment – engaging external brokers on time commitment and scheduling internal meetings to maximize information sharing.
  - d. Communicate benefits, compensation, and HR policies and procedures to employees and management. Provide timely and quality service in answering benefit and policy questions.
  - e. Develop and oversee company wellness initiatives.
5. Personnel File Administration
  - a. Oversee and ensure that Personnel Files are maintained and kept in a secure location (including I-9 and social security verification).
  - b. Oversee and ensure required company and government employment documentation are recorded and filed appropriately.
  - c. Oversee human resource records retention by designing a filing and retrieval system; keeping historic and current records.
  - d. Work with leadership team and department leaders in the administration and file keeping of company policies, performance evaluations, and disciplinary action.

6. Recruiting
  - a. Lead recruiting efforts by coordinating job postings and recruitment plan with hiring managers; ensure all parties understand their deliverables for timely and effective recruiting.
  - b. Post legally correct and appropriate ads to maximize recruiting efforts in various media formats.
  - c. Track and store related expense data used for recruiting budget tracking.
  - d. Provide oversight to interview scheduling, candidate communication, and interviews.
  - e. Participate in interviews as a Human Resources delegate.
  - f. Oversee background checks and schedule applicable skills screening.
  - g. Oversee process of employment applications.
7. Onboarding
  - a. Provide support and oversight to new employee on-boarding process – including references.
  - b. Oversee the post-offer, pre-employment processes.
  - c. Oversee background check process to ensure state licensing requirements are met.
  - d. Administer the formal offer process with input from the CEO, Chief Marketing and Administrative Officer, Finance Director, and the respective hiring manager.
  - e. Act as an internal auditor when processing new hires and changes to confirm pay rate, PTO, and other related compensation/benefit information.
8. Compensation Programs, Job Descriptions and Performance Reviews
  - a. Implement and annually update the compensation program; rewrite job descriptions as necessary; conduct annual salary surveys and develops merit pool (salary budget); analyze compensation; monitor the performance evaluation program and revise.
  - b. Review performance reviews for other managers, as necessary and requested.
  - c. Prepare performance review forms and historical review information to be provided to reviewing managers.
  - d. Prepare business analysis of compensation and compensation programs. Provide recommendations to leadership.
9. Safety
  - a. Act as the first point of contact for the First Report of Injury for all employees (workers comp).
  - b. Review workers comp accident reports and minor injury report forms submitted.
  - c. Work with case managers for workers comp insurance company to provide support for claims.
  - d. Monitor costs associated with workers compensation claims and develop systems to reduce costs where available and applicable.
10. Human Resources Communications, Systems Development/Management
  - a. Facilitate and conduct training on the full scope of Human Resources initiatives (performance management process, interviewing/selection, harassment/discrimination prevention, etc.)
  - b. Lead the creation and maintenance of company and department policies and procedures. Act as a key service contact for policy questions and clarifications.
  - c. Provide research and updates on company policies designed to mitigate business risk while ensuring organizational effectiveness.
  - d. Compose and release Human Resources news and updates to the group.
  - e. Work to ensure remote employees and offices are included and kept up to date.
  - f. Develop, manage and improve business systems (e.g., HRIS and Salesforce.com.)
11. Perform all other job duties as assigned from time to time.
12. Must be able to meet the qualifications, as set forth below, of this position at all times.

**Qualifications:**

You consistently achieve results and make positive contributions. You love to "wow" people by producing quality work, improving productivity, making good decisions, and modeling the right behavior. You exhibit the highest degree of ethics and honesty. You are sought-after - not only because of your impressive knowledge and business acumen, but because you are easy to work with and dependable. You "get it." You understand the organization's direction and goals and think beyond your immediate job. You constantly explore ways to solve problems, see new opportunities, and move organizations forward.

<b>Education/Training</b>	Bachelor's Degree from a four-year college or university in Human Resources Management or closely related field, and a minimum of 7 years' experience as an HR Manager/Business Partner/Administrator/Director; or equivalent combination of education and experience on a year for year basis.
<b>Experience</b>	A minimum of 2 years supervisor experience. A minimum of 7 years' experience in Human Resources.
<b>HR Requirements</b>	<ul style="list-style-type: none"><li>• Be at least 21 years of age.</li><li>• Pass pre-employment physical and drug screening.</li><li>• Pass annual physical.</li><li>• Complete DMV Release for annual inquiry and review of driving record.</li><li>• Pass Colorado and Utah background checks.</li><li>• Pass annual Utah background check.</li><li>• Review and sign annual Utah Provider Code of Conduct.</li><li>• Receive harassment prevention training within 90 days of hire.</li><li>• Attend annual harassment prevention training.</li></ul>
<b>Special Skills, Licenses or Certifications</b>	Candidates with PHR/SPHR or SHRM – CP/SHRM – SCP highly desirable.
<b>Physical Demands</b>	Lifting a minimum of 20 pounds may be required; adequate hearing is required to hear/talk with other employees in person and on the telephone; work requires the use of computers with exposure to monitors, keyboards, mouse; position requires long periods of standing, bending, walking, and frequent use of stairs.
<b>Work Environment</b>	Work is performed in an office and field / outdoor setting with frequent interaction with co-workers and external partners.