

Position Title: Director of Human Resources	Start Date: Immediate	Reports to (title): CEO
POSITION SUMMARY (Brief summary of the purpose and objective of the position)		
<p>The Director of HR is responsible for the overall administration, coordination and evaluation of all human resources activities, policies and programs. The major areas directed are as follows: recruiting and staffing; performance management and improvement systems; organizational development; employment and compliance to regulatory concerns; employee orientation, development and training; policy development and documentation; employee relations; compensation and benefits administration; employee safety, welfare, wellness and health.</p>		
Essential Functions: (Individual tasks, duties and responsibilities of the position accounting for highest % of time)		
<ul style="list-style-type: none"> • Research, develop, write and update policies, procedures, methods, and guidelines, communicating and enforcing company values. • Recruit, screen, interview, select, and retain hourly and salaried employees within budget and based on company hiring strategy. • Achieve HR KPI's (turnover, days to fill, and OT) to support organizations strategic goals and objectives. • Ensure compliance with federal, state, and local legal requirements. • Support management by providing human resources advice, counsel, and decisions. • Consult with CEO and management team on strategic planning. • Serve as liaison between management and employees. • Coordinate with all departments to prepare annual staffing plans. • Prepare and monitor annual HR budget. • Coordinate performance evaluation/variable comp process, ensuring measurable and obtainable goals and targets are established. • Prepare internal and external market comparisons to ensure company is able to recruit and retain skilled workforce. • Serve as liaison for German expats on assignment in US. • Prepare various management reports. • Oversee bi-weekly payroll. 		
% Additional Functions: (Individual tasks, duties and responsibilities of the position of lesser importance or frequency)		
<ul style="list-style-type: none"> • Coordinate benefit selection with broker. Establish employee/employer cost ratios based on company benefit strategy. • Complete various HR audits and non-discrimination testing for the 401-K and Flexible Spending Account. • Prepare EEO-1 and Vets Reports. 		
Overall Autonomy: SELECT ONE	Independently establishes objectives and procedures Assists in establishing objectives and procedures	Makes decisions meeting broad objectives Follows established procedures or instructions
PERSONNEL ACCOUNTABILITY:		
No. of Direct Reporting Positions: 3		No. of Total Reporting Positions: 3
FINANCIAL ACCOUNTABILITY (\$):		SOURCE*: HR Budget
*Items to be mentioned include sales volume, cash, assets, capital expenditures, value of purchases, advertising expenditures, inventory value, manufacturing costs or values, accounts payable, accounts receivable, payroll costs, credit authorizations as well as others not mentioned		
POSITION SPECIFICATIONS:		
Skills:	<ul style="list-style-type: none"> • Must have good written and oral communication skills and must be able to lead and motivate colleagues and direct reports. • Must have strong organizational skills. • Must possess good computer skills (MS Word, Excel, PowerPoint). 	
Education/Experience:	<ul style="list-style-type: none"> • At least 5 years of management experience in a manufacturing environment within the HR area. • Bachelor's Degree in Business or Human Resources • Master's Degree in Human Resources preferred. • SHRM Certification preferred. 	