



TITLE: Director of Human Resources

JOB SUMMARY: Director of Human Resources works closely with leadership to ensure that company culture makes Wolf Construction Services a great place to work. Responsible for controlling and/or assisting in the daily human resources functions through administering company health, welfare, and retirement plans; ensuring policy and procedures comply with applicable laws; creating and maintaining employee files; and solving relational issues.

REPORTING:

- Reports to Chief Executive Officer
- Direct Reports: Administrative Assistant/Receptionist

KEY PERFORMANCE INDICATORS

- Employee engagement
- Talent fulfillment
- Compliance to employment laws and regulations
- Compliance to company policies
- HR Dashboard Report (measurements include: turnover, hiring, retention, benefits and compensation, performance management and engagement)

JOB COMPETENCIES:

- Self-Management
- Decision Making/Decisiveness
- Influencing/Negotiating
- External Awareness

DUTIES & RESPONSIBILITIES:

- Develops and maintains HR metrics that drive key decision making
- Creates a high-performance culture of engaged employees
- Develops employees in skill development and leadership development through individual coaching, group coaching, and skills training
- Oversees mentoring program
- Ensures proper administration of human resource function (e.g. correspondence generation, record keeping, file maintenance, etc.)
- Administers health, welfare, and retirement plans company-wide. Benefit plans include medical, dental, vision, life, and ST/LT disability insurances, 401k retirement plan, flex spending, and PTO plan
- Acts as liaison with insurance carriers and service providers and fosters effective relationships
- Manages annual open enrollment period. Arranges for distribution of materials from carriers, assists with communicating changes to employees and arranges for on-site representation by providers
- Strives to ensure employee understanding of benefit programs
- Maintains and develops job descriptions for all employees
- Attracts and maintains talent throughout the organization; attraction advertising, preliminary screenings, leading interview process, developing job offers, and follow up
- Leads employee on-boarding process; completes new hire paperwork and ensures new employee hand-off is made to supervisor
- Generates documentation for 90-day check-in reviews and annual performance reviews
- Performs employee 90-day check in reviews to ensure cultural fit and job skills fit
- Facilitates, performs, or assists in, annual reviews for all non-operation employees
- Conducts exit interviews in absence of supervisors



- Reviews and processes monthly billings from insurance providers; resolves discrepancies with carriers, payroll, and the company
- Acts as a resource for leadership, accounting, and payroll functions to ensure compliance with applicable laws and HR practices
- Performs outreach to employees, business partners, and community
- Serves as point of contact for emergencies
- Prepares reports related to EEO and HR compliance
- Help manage the risks of the company, specifically worker safety and workers compensation exposures
- Serves as primary company contact for workers compensation claims; includes filing claims, notifying carriers, working with injured employees

SKILLS & CERTIFICATIONS:

- BA in Business Management, Communication, or equivalent work experience
- Working knowledge of multiple human resource practices including: compensation practices, employee relations, performance management, federal and state employment laws
- Must be an excellent communicator, both written and verbal
- Strong problem solving and team-building skills
- Proven computer and technology skills
- Knowledge of specific computer software including: Gmail or Outlook, Microsoft Word & Excel, and QuickBooks (or comparable accounting software)
- Ability to manage special projects while maintaining day-to-day responsibilities

PRIVILEGES / AUTHORIZATIONS:

- Company vehicle and fuel card available on an as-needed basis
- Company provided or reimbursed cell phone (reasonable amount for personal use)
- Access to confidential employee files
- Access to accounting files (both digital and hard copy)
- Authorized to make purchases on company accounts and credit cards

WORKING CONDITIONS:

- 5% of time spent traveling. Some driving is required.
- Environment/Sensory: The Director of Human Resources will spend long hours sitting and using office equipment and computers which can cause muscle strain.
- The Director of Human Resources may also have to do some light lifting of supplies and materials from time to time.
- The use of computers may cause eyestrain and occasional headaches
- Mental: The Director of Human Resources must complete job assignments in a timely manner. He/she must be able to deal with employees, vendors, and the public in a courteous and respectful manner

PHYSICAL:

- Generally, the job is not physically demanding
- Job may require light lifting from time to time
- Job involves sitting for long periods

HAZARDS:

- Normal hazards associated with an office environment

COMPENSATION:

- Salary
- PTO
- 401k – available after eligibility requirements are met, including match contributions
- Health Insurance – Management Rate



- Dental Insurance – Payroll Deduct option
- Life Insurance – base policy w/ option to payroll deduct additional amounts

I understand and accept the components of the job description listed above as my primary role at Wolf Construction Services Inc. I realize that additional duties may be added. I also understand that my performance will be evaluated based primarily on this job description.

Name (printed)

Signature

Date

Director’s Statement

As a Director-level employee, I understand and accept a responsibility beyond my normal job duties and responsibilities. I am called upon to be a Guardian of the Culture. Owners and leaders call on me for my input, knowledge, expertise to help guide Wolf Construction Services. It is my responsibility to promote the “We Will’s” that guide our actions and to promote “We Thinking”, harmony, and unity among co-workers and employees.

I also understand that I have access to highly confidential information and conversations that are critical to the success of Wolf Construction Services. I understand that confidential information is only to be shared or discussed further with other Director-level employees.

Signature