



# SeaStar Solutions

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<b>Job Title:</b>	<b>Human Resources Director</b>
<b>Job Purpose:</b>	This position maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs and practices.
<b>Reports To:</b>	VP & GM
<b>Direct Reports:</b>	Human Resources Generalist Human Resources Coordinator Human Resources Assistant Receptionist/Administrative Assistant
<b>Version:</b>	2.0 December 5, 2017

## Education & Experience

- Bachelor's degree in Business Administration, Industrial relations or a related discipline.
- CHRP designation.
- Minimum 10 years' progressive Human Resources experience and 5 years' experience in a supervisory role. Previous experience in a unionized environment is required.

## Responsibilities

- Maintain relationship with Union
- Negotiate Collective Bargaining Agreement when required
- Ensure company compliance to the Collective Bargaining Agreement
- Maintain organization employee levels by counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Maintain pay levels by conducting periodic pay surveys, scheduling and conducting job evaluations, preparing pay budgets and recommending, planning and implementing pay structure revisions.
- Implement employee engagement strategies and recommend changes.
- Plan, monitor and appraisal of employee work results by training managers to coach and discipline employees, hearing and resolving employee grievances and counseling employees and supervisors.



- Lead the development, implementation, and maintenance of the performance management system and initiating ongoing goal-setting and feedback practices.
- Provide guidance to managers regarding personnel management issues, including performance management and training. Oversee and provide assistance with performance reviews, performance improvement plans, and job descriptions.
- Initiating employee career planning, talent assessment and effective succession planning
- Maintain employee benefits programs and informs employees of benefits, recommend benefit programs to management, obtain and evaluate benefit contract bids.
- Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements, conduct investigations, maintain records, represent the organization at hearings.
- Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintain historical human resource records by designing a filing and retrieval system, keeping past and current records.
- Plan and execute annual Company events, such as the Family Picnic, Christmas Party, etc.
- Complete human resource operational requirements by scheduling and assigning employees; following up on work results.
- Maintain human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.
- Complete additional job duties and assignments up to 15% of the time.

### Skills & Abilities

- Strong interpersonal building skills
- Strong problem solving and decision making abilities.
- Well-developed organizational skills with the ability to manage a variety of tasks.
- Strong proficiency with MS Office programs including: Word, Excel, Access, Outlook and PowerPoint; and, the ability to learn other applications quickly.
- Excellent verbal and written communication skills in English.
- Ability to work well independently and as part of a strong team.

### Deliverables

- As this position is constantly evolving, please speak with your supervisor/manager regarding daily, weekly and monthly objectives.