

HYDRANAUTICS

Sr. Human Resources Manager

General Description: Under limited direction, is accountable for planning and directing all phases of Human Resources, including employment/placement, HRIS, compensation, employee benefits, wage and salary administration, EEO compliance, employee relations, organizational development, performance management, training and recruitment. Implements programs and policies designed to protect company and employee interests in accordance with business objectives and regulatory requirements. Identifies and complies with legal requirements and government reporting regulations. Ensures quality operations of Human Resources processes and compliance with ISO 9001 requirements.

Essential Duties:

Oversees all phases of HRIS, wage and salary administration, EEO compliance, employee relations, organizational development, performance management, compensation, and training programs by:

- Overseeing the design and administration of compensation programs to ensure consistency with the company's pay philosophy and assure internal and external equity.
- Managing executive compensation programs including incentive plans, short and long term sales incentive plans.
- Overseeing the design and administration of training programs to assure they are aligned with Hydranautics business objectives.
- Overseeing the administration of the performance appraisal process and performance improvement initiatives including MBO.
- Resolving complaints, conducting investigations and addressing grievances in the best interests of the company and according to established guidelines where they exist.
- Counseling management and making recommendations for corrective action including progressive discipline and termination, and consulting with legal counsel when necessary.
- Managing the Human Resources department budget.
- Conducting regular audits to ensure all personnel records are maintained in compliance with legislative requirements.
- Supervising all subordinate Human Resources Department personnel to ensure a high level of service to management, employees, and applicants.
- Directly and indirectly through subordinate staff, manages all segments of the employment and recruitment function including international recruitment and immigration.
- Develops and executes strategies and programs designed to achieve Hydranautics goals related to employee benefits programs including 401(k) and self-funded group insurance.

Qualifications:

Required attributes:

- Bachelors Degree in Business or related discipline with a minimum of five to eight years related experience including three years in a supervisory/management; or equivalent combination of education and experience.
- Ability to communicate professionally, verbally and in writing
- Excellent problem solving, collaborative, and analytical skills with demonstrated business acumen.
- Working knowledge of office computer applications, including Excel, Word, PowerPoint, and HRIS systems.

Desired attributes:

- PHR/SPHR certification
- Experience in compensation program development including sales incentive plans, retention plans, and executive bonus plans
- Conflict resolution and performance counseling
- International recruitment.

