

Job Summary:

The Smartronix Human Resources department is comprised of several distinct, yet unified teams within Human Resources: Safety and Security, Recruiting, Communications, and Employee Services. The Employee Services team is responsible for areas such as onboarding, offboarding, compensation, benefits, training, employee relations, leave administration, compliance, etc. The Employee Services Director will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Employee Services department, ensuring legal compliance and implementation of Smartronix' mission.

Duties/Responsibilities:

- Collaborates with senior leadership to understand the organization's goals and strategy.
- Plans, leads, develops, coordinates, authors, and implements policies, processes, training, and initiatives to support Smartronix' employee services compliance and strategy needs.
- Administers or oversees the administration of employee services programs including, but not limited to, compensation, benefits (health and welfare and defined contribution retirement plan), and leave, disciplinary matters, disputes and investigations, performance and talent management, recognition and morale, training and development.
- Conducts research and analysis of organizational trends including creating and reviewing relevant reports and metrics.
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Facilitates professional development, training, and certification activities for employee services staff.
- Facilitates relationships with external partners such as health and welfare benefits broker, retirement plan management, and a multitude of other employee benefit-based relationships.
- Interacts regularly with Payroll regarding benefits.
- Recruits, interviews, hires, and ensures training of new team members in the department.
- Oversees the daily workflow of the department and works to ensure cross-training.
- Provides constructive and timely performance evaluations.
- Provides guidance on benefits and hiring matters to recruiting team as needed.
- Collaborates with security team as needed for physical safety and employee relations issues.
- Influences others/colleagues outside of chain of command.
- Finds flexibility where/when it can be utilized without compromising integrity of policies.
- Encourages an atmosphere of communication by having welcoming behaviors and hearing others.
- Travel as needed within the United States.
- Actively engage with local SHRM chapter.
- Performs other duties as required.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent presentation skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Strong skills in interacting effectively with all levels within the organization.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to see another's point of view.
- Expert knowledge of employment-related laws and regulations.
- Expert experience in handling complex employee relations and investigations.
- Expert experience in balancing risks.
- Proficient with Microsoft Office Suite.
- Proficiency with or the ability to quickly learn the organization's Deltek Costpoint, Cognos and SmartBen.
- Proficiency with or ability to quickly learn the financial aspects of CDHPs, HSAs, HRAs, and minimum premium medical plans.
- Proficiency with retirement plan administration.

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree preferred.
- At least 20 years of human resources generalist management experience preferred.
- SHRM-SCP or SPHR highly preferred.
- Experience in government contracting and the commercial industry preferred.