

## Human Resources Specialist

Precise Systems is a professional services company currently working for the U.S. Navy, U.S. Marine Corps, and U.S. Air Force. Our core competencies include systems engineering, program and project management, logistics, information technology and cybersecurity, and software development services. We were founded in 1990 and since our establishment, we have been providing cutting-edge solutions and support to our warfighters. We understand and provide expert consultation on network and weapons systems acquisition programs, maintenance/modernization programs, and sustainment programs.

We are currently expanding our Human Resources Team. This individual will work in our Pax River, MD location.

### About You

You design and execute people operations initiatives from start to finish with minimal guidance. You enjoy the process of figuring out how to solve problems and inefficiencies and are skilled at identifying, developing, and maintaining processes that adhere to our company culture. You are organized, flexible and ready to anticipate how to improve programs and processes through periods of growth.

You have successfully created a unified culture amongst various teams located in different places. You are passionate about the effectiveness of clear goals and have experience facilitating goal setting throughout all levels of an organization. You are skilled at managing multiple priorities simultaneously while maintaining a laser focus on results. You eagerly engage in and address the details of any component of employee development, management, benefits, or culture.

In this role, you will work with leadership to translate business needs into human capital requirements and will identify, develop, and execute corporate recruiting, onboarding, performance management, human capital development, benefits administration, and strategic human resources and personnel issue management services. You will maintain a warm, productive, and aspirational working environment for our people. You will communicate the needs and wants of the employees to the leadership team, develop programs to address those needs, and ensure their continued success. You will be a champion of innovative solutions to improve happiness and productivity within our organization.

### Responsibilities

- Lead human resource practices and objectives that will deliver an exceptional experience to employees throughout the employee life cycle – from hiring, onboarding, developing, and off-boarding
- Continuously monitor employment laws and regulations, policies, programs, tools, resources, and best practices and incorporate those within the company
- Manage and optimize our performance management process
- Facilitate the development and acquisition of training and higher education programs for employees at all levels that meet a variety of skill levels and developmental needs

- Maintain employee handbook of policies and procedures, keeping it up to date and in compliance with applicable regulations and industry best practices
- Administer benefits, including health and welfare, and retirement savings plan, and ensure compliance with all regulatory requirements
- Determine and recommend employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation
- Manage FMLA requests, leave of absence requests, military, jury and bereavement, and catastrophic leave.
- Prepare and process new hire paperwork along with conducting new hire orientation
- Manage drug and background screening process
- Maintains the work structure by updating job requirements and job descriptions for all positions
- Manage the employee termination process including exit interviews, communication of final check requirements, and timely response to unemployment claims and hearings
- Advise team members and management personnel on the interpretation of personnel policies, programs, and procedures
- Manage employee benefits including communication, coordination, and processing of annual open enrollment activities and conducting monthly benefit orientation for newly eligible employees
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- Responsible for accurate and thorough employee information in personnel files and in HR software module for active and terminated employees
- Work in collaboration with supervisors on policies, procedures and problem-solving
- Foster transparency and interdepartmental communication through innovative approaches
- Foster a workplace of continuous feedback, driving a healthy culture of learning and accountability
- Partner with other departments within the organization to provide the best possible support to our employees.

#### **Essential Duties and Responsibilities in Safety:**

- Evaluate, assess, and update safety procedures and policies to ensure worker safety and compliance with all regulatory bodies and standards
- Prepare and conduct safety training sessions, documenting employee participation
- Conduct injury and incident inquiries and evaluations and prepare recommendations for incident prevention
- Responsible for OSHA record-keeping and Workers Compensation incidents and reports
- Oversee training and safety inspections on personnel and materials.

#### **Education Required**

- Bachelor's degree, the substitution of an additional degree of 6 years progressive Human Resources and Workplace Safety experience.

#### **Experience Required**

- **Resume that shows steady progression in HR Management for the last 4+ years required.**
- Broad knowledge and experience in staffing management, compliance, employment law, employee relations, benefits, workplace safety, and compensation.
- Demonstrated knowledge of OSHA standards.
- Government Contracting Experience, at minimum working knowledge.
- Experience working in a small or medium enterprise and participation in the transformation of HR functions and features
- Motivated and Engaged in daily and company-level achievement and growth.

#### **Preferred**

- **Candidates should be located in the DC-MD-VA area, ideally in Southern Maryland.**
- Experience with rapid and complex changing work environment
- Prior experience with ADP Workforce Now
- Working knowledge of SCLS.
- Effective oral and written skills, excellent interpersonal skills, general computer proficiency including spreadsheet and SharePoint usage.

Precise Systems, Inc. is an Affirmative Action/Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status. Precise Systems, Inc. participates in E-Verify.

Interested applicants should apply at

<https://jobs.silkroad.com/Precise/ProfessionalCareers/jobs/2071?embedded=true>