

Director of Human Resources

Job Locations US-VA-Portsmouth

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ID: 2018-1219

Overview

Job Title: Director of Human Resources

Status: FT, Salaried, Exempt

Direct Supervisor: CEO

Direct Reports: Yes; number and FT/PT status will vary

MYMIC LLC is a high-technology company that combines subject matter and technical expertise with superior program management to deliver innovative, relevant and practical solutions for our customers. These solutions include Enterprise IT Services, Business Process Management, System/Network Certification & Accreditation, JCIDS/Requirements Analysis Support and Training & Exercise Support.

The Director of Human Resources will plan, direct, and coordinate human resource management activities to maximize the strategic use of human capital management and maintain functions such as employee benefits, recruitment, training, employment policies and regulatory compliance.

Responsibilities

Primary Duties and Responsibilities:

- The Director of Human Resources acts as advisor to the senior executive managers and to the business unit and staff organization leaders and managers
- Leads and directs the work of the Human Resources Team
- The quality manager for HR process improvements
- Drive the benefits strategy for the company, evaluate existing and new options of benefits plans, make recommendations for changes or improvements, and oversee wellness initiatives
- Analyze, manage, account for, and administer all company employee benefits programs. Collaborate with Accounting Department to ensure that employee benefit contributions and firm paid benefits are properly accounted for
- Reviews, updates, communicates, and implements HR and benefits policies, procedures, programs, and forms
- Ensures timely and accurate HR advice and support is provided to MYMIC managers and employees
- Manage all employee relations concerns, including performance deficiencies and policy violations. Perform workplace investigations, document the results in a timely manner and recommends actions to senior management
- Facilitate meetings for coaching and correction, disciplinary actions, and termination of employment as needed
- Ensures applicants and employees are advised and counseled on rules, policies, benefits, procedures, and job opportunities

- Advise senior management on organizational policy matters such as Equal Employment Opportunity and harassment and recommend needed changes. Ensure all employees are properly trained on such
- Continually monitors and conducts wage surveys within relevant labor markets to determine competitive wage rates; benchmarks against the MYMIC's competition and advises senior managers accordingly
- Evaluates and suggests new benefit or compensation structures or changes to existing plans
- Prepares and executes the human resource operations budget to include HR team wages, recruiting costs, 3rd party contracts, and software needs
- Ensures compliance with all applicable Federal, State, and local HR and benefits laws and regulations and all contractual HR requirements
- Gathers, maintains, analyzes, and reports all Equal Employment Opportunity/Affirmative Action Plan and other compliance data (i.e. EEO-1, VETS4212, AAP, OSHA300)
- Manages employee annual performance review process
- Is the HR liaison between MYMIC and MYMIC's teaming partners during selection process for contract positions
- Applies extensive experience and judgment to plan and accomplish corporate HR and benefit goals
- Participates regularly as the HR member of proposal teams
- Oversees the organization and maintenance of personnel records, ensuring complete accuracy and confidentiality; updates/manages the employee HRIS, ADP's WorkForce Now
- Manages the recruiting and hiring lifecycle processes from updating labor category/job description and initial advertising through the on-boarding procedures for new hires
- Strong candidate sourcing skills on various social media network and subscribed job boards
- Oversees and directs the action of all Employee Action Requests (i.e. promotions, bonuses, salary changes, etc.)

Qualifications

Minimum Education and Experience Requirements:

- Bachelor's degree in Human Resources, business or other related field, from an accredited institution. Master's degree preferred
- Minimum 5 years' experience in a Human Resources role (7 - 10+ preferred)
- PHR/SPHR or SHRM-CP/SHRM-SCP certification
- Background/experience in Federal Contracting a must
- Knowledge of Quality Management (ISO 9001) a plus!
- Excellent written and verbal communication skills
- Strong technical skills to include fluency in Microsoft programs (Word, Outlook, Excel and PowerPoint) and experience using an HRIS, applicant tracking systems, and/or other similar programs

****VETERANS are highly encouraged to apply****

To apply, visit: <https://careers-mymic.icims.com/jobs/1219/director-of-human-resources/job>