



**Job Title:** Vice President of Human Resources

**Department:** Human Resources

**Reports To:** President/CEO

**FLSA Status:** Exempt

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**Prepared Date:** February 21, 2012

**Summary:**

- Responsible for organizational development, policies and programs covering employment, compensation, benefits, performance management, employee relations, recruiting and retention and compliance with all applicable federal, state and local laws.

**Essential Duties and Responsibilities:**

- Develop and implement policies and procedures related to hiring, employee benefits, performance management, disciplinary action, termination and safety. Ensure that policies and procedures comply with state, federal and local laws.
- Establish and administer all employee benefit programs including health, dental, life, disability and vision insurance, 401(k) plan and educational assistance program.
- Coordinate with hiring managers to recruit, interview, hire, orient and train new employees.
- Coordinate activities designed to increase employee morale including leading the Activity Committee, planning Town Hall Meetings, participating in Roundtables with the President/CEO, creating and distributing employee communication and conducting employee surveys.
- Identify training needs; research and create programs to address those needs.
- Analyzes wage and salary reports and data to determine competitive compensation plan. Conduct or participate in surveys as needed.
- Work with department heads to administer and conduct annual performance management evaluation process for all full-time employees.
- Coordinate Safety Committee and work with all departments to ensure compliance with safety and OSHA regulations.
- Plans and recommends department budget; manage expenditures and report on variances.
- Develop and maintain current job descriptions and organizational charts for all positions within the organization.
- Act as senior level advisor on human resources issues to other department heads and all level of employees throughout the organization.
- Maintain current knowledge and understanding of regulations, industry trends, current practices and new developments and applicable laws regarding the Human Resources field.
- Consults legal counsel to ensure that policies comply with federal and state law.
- Other duties may be assigned.

**Supervisory Responsibilities:**

- Manages HR Generalist and Administrative and Event Receptionists. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Competencies:**

- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
- Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

- Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

#### **Qualifications:**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience:**

- Bachelor's degree (BA) in Human Resources Management; 5 to 10 year related experience and/or training; or equivalent of education and experience. PHR/SPHR Certification preferred.

#### **Language Skills:**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **Reasoning Ability:**

- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Other Qualifications:**

- Strong knowledge of Human Resource law. Must possess high level of interpersonal skills to work effectively with others in a professional and courteous manner. Strong oral, written and listening communication skills. Excellent organizational skills. Ability to work under pressure, recognize problems and find solutions. Ability to work in a fast paced environment and manage multiple deadlines. Strong working computer knowledge including Microsoft programs such as Word, Excel and Outlook and HR Information Systems.

**Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**Work Environment:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**Submit resume and salary history to:**

**MECA  
Human Resources Department  
455 North 10<sup>th</sup> Street  
Omaha, NE 68102**

**Fax: 402-991-1501  
E-mail: [employment@omahameca.com](mailto:employment@omahameca.com)**

**No Phone Calls Will Be Accepted.**