

Marquez Brothers International, Inc.

**JOB DESCRIPTION**

Job Title:	Corporate Director of Human Resources
Department:	Human Resources
FLSA Status:	Exempt
Reports to:	Co-CEO

**Summary**

Develops policy, directs and coordinates human resources activities, such as employment, compensation, labor relations, benefits, training and employee services. Develops and implements programs to align work force and key business initiatives through use of organizational effectiveness intervention. Performs the following duties personally or through subordinates.

**Essential duties and responsibilities**

Includes the following. Other duties may be assigned.

- Ensures quality operations of human resource processes.
- Analyzes wage and salary reports and data to determine competitive compensation plan.
- Prepares personnel forecast to project employment needs.
- Writes directives advising department managers of company policy regarding equal employment opportunities, compensation and employee benefits.
- Consults legal counsel to ensure that policies comply with federal and state law.
- Develops and maintains a human resources system that meets top management information needs.
- Oversees the analysis, maintenance and communication records required by law or local governing bodies or other departments in the organization.
- Studies legislation decisions to assess industry trends.
- Writes and delivers presentations to corporate officers or government officials regarding human resources policies and practices.
- Directs the activities of the workers compensation claims and safety programs to ensure timely closure of claims and effective execution of safety programs.
- Focuses on management and employee development, organizational effectiveness and change.
- Works with managers to determine most effective training strategy, coordinates the strategy and monitors its results that enhance productivity.
- Works with management on a variety of compensation and benefit issues.
- Provides coaching to leaders and executives on personal and organizational growth.

- Develops performance management program with key organizational goals.
- Acts as a change agent providing the support and mechanism to implement major changes to the operations of the business.
- Facilitates team building workshops, exercises or programs to enhance the cohesiveness of teams.
- Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.

### **Supervisory responsibilities**

Manages subordinates of the human resources function through the local managers and support staff. 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 the performance feedback program; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Equipment to be used**

- Copier
- Fax
- Computer
- Shredder
- Overhead projectors
- Calculator
- Printers
- Phones
- Radios

### **Employee must have knowledge of**

- Federal, State and local labor laws.
- Human resources policies and procedures.
- Leadership concepts
- Understand business implications of decisions.
- Workers Compensation laws.
- Safety regulations.

### **Physical demands and work environment**

The physical demands and work environment 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.

Physical demands—Will frequently stand, walk, use hands to finger, handle and feel, reach with hands and arms, stoop, talk and hear.

Work environment—Will occasionally walk through wet areas in the plant.

**Qualifications**

- Must be Bilingual: English/Spanish required.
- BA degree.
- PHR, SPHR, GPHR certification
- Must be detail orientated
- Eight to 15 years' experience, at senior organizational levels corporate or division.
- Ability to flexibly manage functional activities.
- Strong analytical and problem solving skills.
- Excellent facilitation, presentation and written communication skills.
- Strong leadership and coaching skills.
- Ability to define problems, collect data, establish facts and draw valid conclusions.

**Training**

Refer to the Company Training Matrix.

On this date \_\_\_\_\_, 2010, I have read and understand the responsibilities and performance requirements of this position:

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Signature