

LD&B Insurance and Financial Services

Job Title:	Director of Human Resources	Status:	Exempt
Department:	Administration	Position Type	Full Time
Location:	Harrisonburg, VA	Travel Required:	As needed
Training:	Role Specific	Reports to:	President

Job Description

ROLE

The Director of Human Resources is responsible for the creation and deployment of HR strategy that is aligned with the LD&B Vision, Mission and Values and strategic goals to ensure our team is highly engaged and equipped to achieve results. Major areas of responsibility will be recruiting, on boarding, off boarding, learning and development, recognition and rewards programs, teammate (employee) relations, performance management, compensation, FMLA and ADA administration, immigration and visa guest worker programs, annual updates and redistribution of LD&B teammate handbook, as well as overall HR policies, and job descriptions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Acts as a leader in the company.
- Actively promotes teamwork, teammate engagement, open communication, cooperation, personal development, high standards of performance and customer relationship and service
- Works closely with executives and members of senior management to align and prioritize HR programs with corporate, departmental, and cultural objectives
- Assists executive management in the annual review, preparation and administration of the organizations wage and salary program
- Assess effectiveness of HR practices and actions, and look for opportunities to improve HR programs and provide coaching that will yield optimize performance or results
- Coach and guide executive and division management leadership in the areas of compliance, process improvement, managing separations with fairness, Equal Employment Opportunity federal, state, and local wage and hour laws, and recent changes/additions to employment laws
- Provide defined metrics for measuring effectiveness of HR programs in driving performance and containing costs
- Focus on talent attraction through assessment and selection, early talent programs, hiring assessments, networking and exploratory interviews, new leader assimilations and onboarding
- Monitors and manages performance management and career development programs
- Develops and maintains a human resource information system that meets the organization's personal information needs
- Maintains confidentiality and ensures integrity and security of confidential employee data
- Formulates, develops and implements plans, procedures and programs to meet specific management training needs and skill deficiencies
- Partners with site management to ensure consistent administration of HR practices affecting the employee population such as new hires, promotions, transfers, demotions and terminations
- Participates on the Executive Team, attends the Division Managers meetings when appropriate, and ensures transparent and accurate distribution of all HR related communication
- Advises individuals regarding eligibility and coverage for such programs as FMLA, short term disability, group life, long- and short-term disability, retirement, and other such policies
- Carries out responsibilities in benefits, administering and advising employees and management on the

interpretation of benefit policies, programs, and procedures

- Ensures compliance with COBRA, HIPAA, and ERISA provisions, and files required State and Federal reports
- Ensures that exit interviews are consistently performed, and results are reported to the Executive Team at least quarterly
- Responsible for training, developing, and managing performance of direct reports; providing prompt and objective coaching and counseling
- Performs other duties as assigned

Supervisory Responsibility

- This position manages all employees of the Human Resources department and is responsible for the performance management and hiring of the employees with that department

Controls

- Effectively uses all Human Resource control systems
- Achieves assigned delegated budget goals
- Processes and audits all employee documentation to ensure accuracy and completeness
- Ensures staffing according to operational needs (Corporate/Branch)

Qualifications and Education Requirements

- Bachelor's degree in Human Resources, Business, or related field degree plus 10+ years' experience in a Human Resources Management role, or an equivalent combination of education and experience
- Master's Degree in Human Resources or related area of study (Preferred)
- PHR/SPHR Certificate preferred
- Exceptional leadership, customer service, communication, ethical practice, relationship management and problem-solving skills
- Proficient in MS Office (Word, Excel, Outlook)
- HRIS experience preferred
- Strong verbal, written, and presentation communication skills
- Strong financial acumen, ability to interpret standard company and workforce planning reports
- Preferred Fluent bilingual, English & Spanish
- Highly organized with exceptional attention to details, and planning and implementation skills
- Travel to branch offices required

Compensation & Benefits

- Attractive compensation and benefits package including medical, dental, vision, 401k and more
- Generous paid time off and holidays

ADDITIONAL NOTES

- Provide account rounding opportunities to other departments: employee benefits, individual life and health products, personal lines, flexible benefits and financial services

PHYSICAL REQUIREMENTS

LD&B Insurance and Financial Services

- Must be physically able to work a minimum of 40 hours per week in the office
- Must be able to sit for long periods of time, which may include extensive use of personal computers and associated software.
- Must possess the ability to hear, see, and speak
- Must be able to stand, sit, walk, use repetitive small motor activity, use hands and fingers, and reach with hands and arms, stoop, and kneel
- Occasionally required to lift and carry up to 20 pounds
- Perform with a high-energy level and ability to handle stress-related situations on a daily basis
- Must have a valid state issued driver's license and have the ability to operate a vehicle
- Will be required to drive and travel unaccompanied in diverse weather conditions