

FLUID COMPONENTS INTERNATIONAL, LLC.

Join a world class manufacturing enterprise with global operations and over 50 years of industry leadership.

OVERVIEW:

The Director of HR provides leadership and directs general human resource functions with special emphasis on training and strategic workforce development, talent acquisition, onboarding, succession planning, coaching and counseling, employee relations and performance management. The Director will also lead in the development and placement of new managers and executive level leaders joining an experienced workforce.

KEEP READING IF:

You partner effectively with key business leaders to ensure timely understanding of a company's current and future talent needs and establish meaningful metrics and audit systems to validate the continued strengthening talent.

You are committed to making your next company stronger, smarter and more competitive and you are a proven HR Executive who knows how to clearly define the most important priorities and align the business on the critical issues and emerging HR trends and market conditions.

You are continually monitoring State and Federal laws along with industry best practices for developing and maintaining Company policy and procedures to ensure compliance within the various government regulations.

You listen and communicate with integrity, respect and understanding of others to reach a workable agreement. You build rapport instantly and gain trust across the organization by promoting a balanced culture of fairness, opportunity timeliness and a sense of urgency.

You effectively utilize data and metrics. You have a successful track record of managing operational results. You always find the best ways to drive the operation and continuous improvement of key KPI data.

You are a natural leader. You set expectations, coach, recognize, give constructive feedback and escalate when appropriate. Say what you will do. Do what you say and do it right the first time.

"Safety and Compliance" is your middle name. You have successfully implemented safe work practices and procedures. You actively co-develop policy and lead departmental staff in developing safety objectives, budgets, recommendation and as necessary, investigations to quickly resolve safety issues should they occur.

FUNCTIONAL AREAS OF RESPONSIBILITIES WILL INCLUDE:

- Recruiting/On-Boarding
- Training and Development
- Compensation Structure/Performance Evaluation

- Human Resources Information Systems and Timekeeping linkage
- Welfare Benefits Costing, Selection, Administration
- Employee Policy and Procedures and Employee Relations
- Safety, Health and Environmental Compliance and Administration
- Federal and State Employment Legal Compliance
- Other duties as associated with the above or as requested

YOUR FIRST YEAR MAY LOOK LIKE THIS:

- **Immediately** promote and encourage an environment of equal employment opportunity, diversity and AA/EEO compliance.
- **Within the first 30 days:** Take ownership of the Human Resources process and become familiar with the functions, expectations and requirements associated with the role. Begin developing communications with the management team and employees. Observe and note opportunities, strengths, weaknesses and threats of the HR function
- **Within first 60 days:** Get fully acquainted, and gain the respect and trust of current HR staff and corresponding outside service providers. Begin preparation of Executive report outs for monthly management meeting highlighting key HR metrics such as turnover, injury frequency, new policy effectivity, recruitment statistics, current and upcoming training.
- **Within first 90 days:** Identify and monitor key Departmental metrics to ensure that expectations are clear, performance is measured and validated, feedback is given promptly and staff/team is held accountable to performance objectives, KPI's and internal customers.
- **Within the first 90 days** begin oversight of all recruiting initiatives and best practices; including assist hiring managers in the creation of talent profiles, job descriptions/ads, talent scorecards and the offer process including salary negotiations and reference checks.
- **By 4 months begin** collaborating and advising regarding organizational structure needed to implement the strategic business plans including executive succession strategies and interface and set agreements with outside sourcing resources.
- **Within the first 6 months**
 - Develop and manage an effective actions/improvements schedule that is updated on a quarterly basis and available to entire organization
 - Evaluate and make any necessary improvements to the new hire orientation, development & training materials and ensure quality on-boarding.
 - Develop, initiate and maintain effective programs for workforce retention, promotion and succession planning. Lead the development of training plans that support the Company's short, intermediate and long term objectives.
 - Evaluate annual changes to Health Insurances and all related benefits, study and make recommendations to the CEO along with preparation for negotiations and recommend appropriate changes to employee/employer contribution pools.
 - Evaluate performance of the organization as a whole, determine best plan for ongoing staff development, training and encourage their operational performance

through goal setting and coordination with employee review systems and methods to ensure alignment and contribution with the companies priorities.

- Establish department's budgets along with the CFO and CEO including operation expenses, capital equipment needs, space allocation, manpower, and all other such financial resources necessary to meet operational and long-term company objectives.
- Manage the company compensation program within the structures and policies established by the company.

- **Within the first 12 months**

- Build and contribute to a culture of continuous improvement by involving team with process improvement initiatives and utilizing their feedback.
- Have a full and comprehensive plan established for raising the skill set of the workforce to meet and exceed industry requirements for each of the markets we serve.
- Work directly with the CEO in executing a diverse candidate search to build the next generation Executive Team with the experience, drive and skill sets to take the company through the \$100M level.
- Reformat non-exempt wage structure and level to implement a skill-based compensation program with considerations to integrate the broadening of skill sets, concrete promotional considerations, correlation to work center improvement participation and corporate priorities as well as demonstrating expertise and completing assigned or recommended training.

EDUCATION/QUALIFICATION REQUIREMENTS

- 10+ years of progressive HR experience and disciplines, ideally in a manufacturing environment.
- 4+ years progressive work experience managing the Human Resources function.
- Bachelor's degree in human resources or related field required.
- SPHR, PHR, SHRM-CP, SHRM-SCP or a certificate program from a 4 year university is required.
- Previous experience developing and implementing HRIS systems, including HR training databases and timekeeping systems.
- Experience designing, developing and supporting organization-wide talent management programs that cover coaching succession planning, data analytics and strategic recruitment.
- Previous experience in capturing metrics and producing various employment reports.
- Knowledge of Federal, State and Provincial laws regarding HR issues and employment
- Experience with handling employee relations issues
- Ability to recognize problem/issues and develop effective solutions, requires independent judgment/decision making within areas of responsibility
- Ability to identify measures or indicators of performance and the actions needed to improve or correct performance, relative to corporate objectives.

- Proven ability to effectively present information and respond to questions from managers and employees. Portrays a positive and professional image. Successful leadership ability to establish relations with a wide range of personalities, cultural backgrounds and educational levels.
- Computer skills – Intermediate to advance level skills with MS Office and HRIS/timekeeping systems.

DISCLAIMERS:

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to sit and use the computer system for extended periods of time. Additionally while performing the duties of this job, the employee may be required to utilize strong listening and conflict resolution skills. Minimal travel is required. Limited bending, walking, standing, lifting is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. *The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties may be assigned by the Supervisor or his/her designee.*

ACKNOWLEDGEMENTS: Fluid Components International LLC (FCI) is an Equal Opportunity Employer. We encourage applications from all individuals regardless of race, religion, color, sex, pregnancy, national origin, sexual orientation, ancestry, age, marital status, physical or mental disability or any other protected class, political affiliation or belief. FCI is an active participant of the DHS and SSA E-Verify program.

COMPANY: FCI is the leading manufacturer of thermal type process control instrumentation sold throughout the world. In addition to our home office, we operate three (3) separate facilities across different continents to bring our brand of expertise and service to thousands of global customers. FCI is a privately held organization. <http://www.fluidcomponents.com/>