

POSITION SPECIFICATION

Position	Vice President of Human Resources
Company	Big Brothers Big Sisters of Eastern Missouri
Location	St. Louis, MO
Reporting Relationship	President/CEO
Website	https://www.bbbsemo.org/

COMPANY BACKGROUND

The Company:

Big Brothers Big Sisters of Eastern Missouri (BBBSEMO) is the oldest, largest, and most effective youth mentoring organization in Missouri. Their purpose is to partner with young people in their pursuit of a meaningful, stable, and independent life.

We have been the leader in one-to-one youth service for more than a century, developing positive relationships that have a direct and lasting impact on the lives of young people. BBBSEMO serves children, ages 5 through 25, in the Eastern Missouri region

Named 2018 Large Agency of the Year by Big Brothers Big Sisters of America, we have a lot to be proud of and FIRST on the list is our staff team.

Together, we promise our Bigs, Littles, families and school partners across Eastern Missouri we will BE THERE to provide them with support and encouragement.

THE ROLE

The Vice President, Human Resources is responsible for ensuring the daily functions of the Human Resources (HR) department are managed effectively and professionally. Areas of responsibility include Talent Acquisition, Talent Development, Employee Relations, People-related Policy development, interpretation and application, creation of culture enhancing initiatives, and development of strategies that will increase engagement.

Salary administration, benefits administration and leaves of absence are managed by the Chief Operating Officers and the VP of Finance and Administration.

Talent Acquisition and Onboarding

- Develops and implements Talent Acquisition strategies which will increase our ability to build our talent pipeline both internally and externally. Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with department managers to understand skills and competencies required for openings.
- Writes and maintains job descriptions while developing and maintaining internal job postings utilizing our applicant tracking system
- Oversees and maintains data for all recruitment activities including applicant flow, interviews, hires, transfers, promotions, and terminations.
- Ensures all final candidates are fully vetted prior to hire, including background checks and other eligibility verifications. Appropriately documents findings and discusses with hiring manager any concerns.
- Consult with management and employees on equal employment opportunity issues and charges
- Creates and implements onboarding program to effectively educate new hires about our organization's expectations, purpose/mission, values, organization structure and other relevant information to help our new hires be effective.
- Implements employee recognition programs.

Talent Development

- Works closely with department managers to build individual development programs for each team member.
- Assesses organizational climate and culture and makes recommendations regarding organizational needs and actions to be taken.
- Diagnoses organizational challenges/problems, develops strategic interventions to address issues, and evaluates change efforts.
- Directs the needs assessment for training and staff development to enhance the effectiveness of employee performance in achieving the goals and objectives of the company.
- Works closely with managers to develop skills related to performance management
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments.

Policy Development, Interpretation and Application

- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance and update as necessary.
- Facilitates communication among employees and management. May guide managers and employees on problem solving, dispute resolution, regulatory compliance, and litigation avoidance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

Employee Relations

- Coaches management on routine tasks required to administer and execute corrective action and disciplinary matters; disputes and investigations; and ensures compliance with occupational safety and health administration (OSHA) requirements.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates with managers in corrective actions discussions, employee disciplinary meetings, terminations, and investigations.

Culture and Employee Engagement

- Creates initiatives/communications that will enhance our overall culture and reinforce our guiding behaviors and values.
- Determines plan for measuring employee engagement. Works with management to identify strategies to improve/sustain high levels of engagement.

Performs other duties as assigned.

REQUIRED SKILLS/ABILITIES

- Strong verbal and written communication skills.
- Proven interpersonal, negotiation, and conflict resolution skills.
- Excellent time management skills with a proven ability to meet deadlines and manage details.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.

Proficient with Microsoft Office Suite or related software.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- Minimum of five years' experience in a professional role within human resources.

GATTIHR CONTACTS

Jeff Kartheiser
Managing Director
312-667-8804 (direct)
jkartheiser@gattiHR.com

Louna Jacques
Search Director
312-739-5311 (direct)
ljacques@gattiHR.com