

Vice President or Director of Human Resources

Employees rely on Human Resources to be the conscience of the firm. You have to be helpful to Management without usurping their authority. Human Resources is a service function; you will act as an educator, adviser, and sounding board of and for Management. Tact, diplomacy, and the ability to keep personal and personnel matters 'confidential' are essential. Human Resources must prioritize what needs to be done in the present and visualize the needs of the future. Court decisions constantly challenge the "way it has always been done" and they act as a catalyst for change. Our Vice President or Director of Human Resources needs to be on the cutting edge of these changes in order to better balance the needs of the employee and company.

Responsibilities and Duties

General HR

- Balance the needs of the company with the needs of the employee
- Survey local engineering firms to ensure that our wages, salaries and benefits are competitive in our industry
- Promote the proper 'AlfaTech corporate image' to prospective applicants
- Keep abreast of changing labor laws (Federal and State)
- Maintain employee personnel files
- Maintain Deltek database of new hires, terminations, etc.
- Request/issue/maintain database of Certificates of Liability as requested and/or needed
- Train Supervisors in discipline steps, documentation trails, etc.
- Remain in touch with employees in order to better understand the nature of the business, and how employees react to changes in the company. Also get to know their concerns, achievements, goals, motivations, etc.

Overall, to be the leader of HR across the company; being able to establish and lead a function that challenges and supports the company today and enables the company to achieve its growth ambitions.

Employee

- Create organizational development and employee training programs
- Oversee new hire orientation, onboarding, and employee setup and ensuring all paperwork is complete and properly filed
- Oversee employee departures by conducting exit interviews and ensuring all paperwork is complete and properly filed
- Act as moderator between employees to resolve conflicts
- Investigate employee relations issues. Handle complaints and develop resolutions. Verify facts. Interview complainants. Take statements. Compile information. Keep thorough records of each and every incident.
- Ensure that employee issues are addressed thoroughly, and as expeditiously as possible
- Ensure that appropriate salary grades are established and review compensation/benefits to remain competitive in our industry
- Revise and update Company Employee Handbook to keep in compliance with current legislation.
- Ensure employee safety, wellness, welfare, health, and happiness

US LOCATIONS

San Jose

San Francisco

Los Angeles

INTERNATIONAL

Europe

Asia

Middle East

Latin America

Africa

Recruiting

- Assist with the recruitment, interviewing, and hiring of employees based on policies and requirements that HR has established in conjunction with Management
- Assist with the development of job descriptions and ensure the job descriptions are written to protect the company from potential litigation

Benefits

- Design, implement, and manage employee incentive plans and recognition/retention programs, including, but not limited to holiday parties, performance rewards, AlfaTech swag, surveys, etc., establish employee reward and appreciation programs
- Research and assist in the selection of employee benefit packages
- Conduct open-enrollment meetings
- Manage Employee Benefits Administration included but not limited to
 - Health Care Insurance
 - Dental Insurance
 - Vision Insurance
 - Long-term Disability Insurance
 - Life Insurance
 - Pet Insurance
 - 401(k) Plan
 - Section 125 Plan
 - Commuting benefits
 - Prepare annual Census information (insurances and 401k)
 - Research and assist in the selection of employee benefit package(s)
 - Mediation of benefits claims/inquiries
- Manage any Unemployment claims and Worker's Compensation claims
- Administer COBRA if/when necessary (new hires and terminated employees)
- Administration of VISA work authorization process (documentation for INS/EDD, correspondence with attorneys)
- Manage insurance worksheets for Accounting on a monthly basis (Medical, Dental, Vision, Long-Term Disability)

Performance Review

- Performance Review Training (includes training supervisors on how to conduct effective performance reviews and researching and analyzing competitive salaries)
- Ensure that employees receive constructive and timely annual performance reviews
- Provide performance counseling and feedback to team leaders and supervisors
- costs to ensure that billing rates are appropriate for profitability

Payroll

Oversee Payroll staff to ensure that all aspects of payroll from processing bi-weekly payroll, bonuses, final checks, payroll reporting, tax deposits, 401(k) deferrals, Flex Plan contributions, Commuter Checks, garnishments, etc. take place. Fully responsible to ensure all Quarterly and Annual Tax Reports, W2's, etc., are filed even though filed by ADP (need to ensure timely filing and accuracy).

Desired Knowledge, Skills and Abilities

- Bachelor's degree in related field
- Merger and acquisition experience, desired ideally with the experience and ability to integrate acquisitioned personnel into the company and culture
- Excellent people skills; ability to deal with an array of diverse personalities and ethnicities
- Strong knowledge of benefit and compensation plans
- Excellent written, verbal, and non-verbal communication skills
- Must be able to multi-task and problem solve
- Able to work in fast-paced environment
- Skilled using a PC and comfortable navigating throughout many software suites (Microsoft Office, Adobe, Deltek Vision, etc.)