



MANAGED COMPANIES

POSITION PROFILE

TITLE:	Human Resources Manager
REPORTS TO:	Vice President, Human Resources
SALARY RANGE:	Commensurate with qualifications and experience.
BENEFITS:	Incentive compensation eligibility in addition to base salary; health, dental, vision, disability, and life insurance plans; 401(k) Plan; paid time off plan; paid holidays; company-reimbursed travel.

POSITION SUMMARY

Based out of Denver, Colorado and reporting to the Vice President of Human Resources, this position is responsible for the development and implementation of HR processes and services for assigned client groups in the areas of: recruitment/staffing, organizational development and training, compensation administration, employee relations, employment law compliance, policy development, employee communication, HRIS reporting, and EEO compliance. The successful candidate will be a skilled HR generalist with a proven track record of proactive business partnership. This role requires strong HR generalist knowledge to deliver the full scope of HR generalist services to assigned client groups. The successful candidate will be an active participant in the business process and have the talent/experience to build long lasting, supportive, and collaborative relationships with internal clients and members of the HR team. The successful candidate will work in a cooperative yet demanding team environment.

CANDIDATE PROFILE

- Energetic, driven, proven service provider
- Experienced in railroad, transportation, or heavy manufacturing industries
- Track record of proactive business partnerships; aligns services which add value to the Company's business objectives
- Creative and tenacious problem solver
- Critical thinker with sound business judgment
- Good communicator and team leader

The ideal candidate will have a minimum of eight years' related experience in a generalist capacity supporting diverse businesses and populations. Experience within railroad,

transportation, or heavy manufacturing environments with union and non-union populations in the United States and Canada would be preferred. A strong sense of urgency and self-motivation to provide superior service to operating units is required. The candidate will possess an undergraduate degree with an emphasis in business management/human resources management. Graduate degree and/or PHR or SPHR certification a plus.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Responsible for the ongoing development and delivery of customized human resource services that positively impact client group business. Act in an advisory and functional lead capacity developing, administering, and enforcing Human Resources policies and procedures. Primary resource responsible for the development and formalization of Human Resources policies and procedures for the organization.
- Ensures legal compliance by monitoring and implementing applicable human resource practices within federal and state requirements (e.g., FMLA, ADA, EEO, FLSA, and FELA); conducting investigations; maintaining records; representing the organization at hearings. Provide advice and counsel to client group managers for employee relations' issues and concerns. Supports the organization's Whistleblower/Ethics Hotline process.
- Compensation function responsibilities include overseeing job evaluation, market salary surveys, salary structures, salary budgets, merit and other salary increases, and incentive plans. Conduct or participate in market surveys including benchmarking jobs, analyzing and interpreting compensation data, and provide oral/written recommendations. Evaluate and/or revise job classifications and job descriptions to promote career progression, efficient work flow and distribution, and compliance with FLSA and ADA regulations. Primary resource responsible for the administration of annual incentive compensation programs, annual merit compensation process, and the proper use of the organization's performance management system.
- Organizational development and training responsibilities include independently developing curriculum, designing workshops, and conducting programs in both leadership and compliance subjects. Create and deliver employee training programs to develop managerial/supervisory leadership skills and HR compliance skill-set.
- Proactive resource to the organization's recruitment and staffing needs. Develops/manages appropriate recruiting strategy within client groups. Builds relationship with local universities, colleges and technical schools. Develops/manages work-study and internship programs for the Corporate functional departments. Manages the organization's applicant tracking and EEO/AAP compliance.
- Supports the management of HRIS. Writing and customizing HRIS reports. Proactive user of HRIS and ability to maximize use of information contained within the system.
- Ability to independently complete assigned projects to support HR strategic initiatives.

POSITION REQUIREMENTS

Experience Requirements

The successful candidate will be an experienced and strong HR generalist with a minimum of eight years related experience. Strong preference for direct experience in railroad, transportation, or heavy manufacturing environments with union and non-union populations in the United States and Canada.

Educational Requirements

Bachelor's degree from an accredited institution in business management/human resources management. Master's degree and/or PHR or SPHR certification preferred.

Skills, Abilities and Personality Traits

- Fundamental knowledge of employment laws, practices and procedures;
- Fundamental knowledge of compensation practices and procedures;
- Ability to create business partnerships/good business acumen;
- Ability to create staffing and retention strategies;
- Analytical and problem solving skills;
- Training design and delivery / excellent written and verbal communication skills;
- Excellent communication and strong interpersonal skills associated with developing trusting relationships;
- Strong work ethic; ability to complete high-volume workload, meet critical deadlines and work through changing priorities with confidence/enthusiasm;
- Ability to travel and accommodate extended work hours to support business needs;
- Ability to work effectively both autonomously and as a team player;
- Commitment to excellence and high standards with a strong sense of self-accountability;
- Working knowledge of Word, Excel, PowerPoint, Outlook, and ADP/HRIS software.

Contact Information:

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