



Director of Human Resources Position Announcement

Code Consultants, Inc. (CCI) is a privately held and internationally recognized engineering and consulting firm with offices in St. Louis, Los Angeles, New York City, and Chicago. Founded in 1973, CCI is an industry leader, providing a diverse range of consultation and design services regarding fire protection, life safety, accessibility, and ICT.

CCI is currently seeking a highly motivated and experienced strategic Director of Human Resources [in St. Louis](#) to join our growing professional services firm and help take us to the next level.

The Director of Human Resources will lead all HR initiatives to support our planned growth. You will be responsible for developing HR strategies and providing sound advice to principals and management on all related subjects. This includes managing HR operations and developing strategic plans to ensure we are attracting and retaining top talent for our niche business. The HR director will collaborate with multiple departments and office locations to identify talent needs and design recruiting, training and development, and coaching programs to address these needs. This individual will serve as a true strategic business partner; working closely with key leaders and executive management to ensure HR effectiveness and maintain a positive culture.

Reporting to the President and the Chief Financial Officer, the responsibilities of the Director of Human Resources are as follows:

Recruiting & Onboarding – Develop innovative and engaging recruiting strategies for all hiring needs. Identify target organizations and schools that align with CCI's talent needs. Establish strong partnerships with target organizations, creating a consistent pipeline of candidates. Utilize recruiting tools and strategies that will identify applicants who possess both the skills and behaviors that drive CCI's business and culture. Design an onboarding program that fosters the CCI Mission and Values and prepares employees for long-term success. Oversee the onboarding process and lead new hire orientation.

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Culture & Engagement – Develop the strategy and plans to execute and maintain a highly engaging culture, that aligns with CCI’s Mission and Values, motivates employees, and fosters an environment of teamwork, accountability, and communication. Develop annual HR objectives and culture initiatives. Establish metrics and actions to measure progress. Ensure objectives and initiatives are consistently communicated throughout the firm. Develop an understanding of the workforce through employee surveys and interviews. Implement firm-wide events/activities that connect all employees and create a unified culture amongst all CCI departments and offices.

Training & Development – Lead the performance management process. Ensure the process creates opportunities for ongoing, transparent, and constructive feedback. Partner with managers to address performance concerns in a timely and productive manner; creating actions plans and identifying training opportunities as needed. Assess firm-wide training and development opportunities. Develop an understanding of both current and future competency needs. Identify and develop resources to meet both technical and professional development requirements. Establish a talent management process that identifies high potential, high performing employees, underperforming employees, and organizational needs. Create plans to optimize strengths and address gaps.

Employee Relations – Act as a trusted advisor to all. Partner with Principals to provide coaching and resolution to address employee performance. Work closely with managers to help strengthen relationships, continuously building morale and increasing productivity. Coach and mentor employees to maximize their personal performance.

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Benefits & Compensation – Possess a strong knowledge of benefits and compensation programs. Identify external partners to review current plans and present recommendations that will motivate and reward all employees while achieving the goals of the firm. Develop a clear and consistent benefits and compensation communication strategy.

Compliance – Maintain an in-depth knowledge of legal requirements related to daily management of employees, reducing legal risks, and ensuring regulatory compliance.

HR Systems & Processes – Ensure the maintenance and integrity of human capital data. Analyze the data, identify trends, and develop solutions. Maintain knowledge of best practices, regulatory changes, and new technologies in human resources. Communicate changes in policy, practice, and resources.

Required Skills & Experiences

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- Bachelor's degree required. Master's degree in Human Resources or HR certification preferred.
 - 7+ years of related experience in a Human Resources management function with proven experience developing and leading HR strategy.
 - Demonstrated success working as a strategic business partner.
 - Prior HR experience supporting a professional services organization preferred.
 - Strong knowledge of staffing, benefits, compensation, and talent management best practices.
 - Ability to facilitate group meetings as well as coach and counsel at all levels.
 - Demonstrated experience executing change management programs.
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- Excellent verbal and written communication skills. Must be an articulate and persuasive communicator.
 - Highly organized and detail oriented.
 - Desire and willingness to learn the various aspects of the CCI business. Ability to convey enthusiasm and excitement for all areas of the organization.
 - Strong leadership skills.
 - Ability to manage conflicting priorities.

Ready to Apply?

If you are interested, qualified and ready to take the next step, apply on-line at jobs.getcollaborative.com getcollaborative.com/careers. All inquiries and resume submissions will be treated as strictly confidential. Please do not contact Code Consultants, Inc. directly. ~~Should you experience difficulties with the online system or wish to ask a question, you may contact Collaborative Strategies, the search consulting firm for this position, via email at application@csi-mail.com.~~

About Collaborative Strategies, Inc.

Connecting talent with opportunity since 1994, Collaborative Strategies, Inc., is a St. Louis-based consulting firm with a dedicated executive search practice. We take pride in matching talented leaders seeking mission-critical endeavors with entrepreneurial organizations. For more information, visit us at www.getcollaborative.com. To view our job board, visit getcollaborative.com/careers. ~~jobs.getcollaborative.com.~~

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