

STL PARTNERSHIP

Human Resources Manager

THE ORGANIZATION

Our mission is to lead in the development and growth of long-term diversified business and employment opportunities by creating innovative solutions that generate increased wealth and enhanced quality of life for the citizens, businesses and institutions of the St. Louis region.

The St. Louis Economic Development Partnership marks a new era of collaboration within St. Louis by aligning regional efforts in business development, business finance, entrepreneurial support and international trade services.

Today, the Economic Development Partnership provides a broader range of services than most agencies of its kind, boosting innovation and entrepreneurship, attracting and retaining companies, increasing the region's international reach, and revitalizing municipalities, the partnership has become a key facilitator of regional growth for businesses and communities throughout the St. Louis Metropolitan area.

Accredited Economic Development Organization



St. Louis Economic Development Partnership is proud to have earned the distinguished title, Accredited Economic Development Organization (AEDO) from the International Economic Development Council (IEDC). The accreditation signifies the professional excellence of economic development entities throughout North America.

THE POSITION

The Human Resources Director plans, directs, and guides human resource activities and staff for the organization. This person leads human resources practices and objectives that will provide an employee oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment, and ongoing development of a superior workforce. Provides direction in the following areas; recruiting and staffing, performance management and improvement systems, organizational development, employment and compliance concerns, employee orientation, policy development and documentation, and compensation and benefits administration.

Job Functions:

- Serve as a link between management and employees by handling questions and helping resolve work-related problems.
- Handles employee relation issues including investigations to determine outcomes and solutions.
- Designs and implements with the leadership team a training/development program to foster the professional and personal growth of employees and enable them to assume greater responsibilities.
- Maintain records and analyze statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.

- Compiles, analyzes and distributes a variety of reports such as monthly/annual turnover, OSHA 300A, Equal Employment Opportunity (EEO) reports, etc.
- Advise managers on organizational policy matters (e.g., equal employment opportunity, sexual harassment, etc.).
- Designs, implements, evaluates, and revises the company handbook and other related policies and procedures. Consults with legal counsel to ensure that policies comply with federal and state law. Collaborates with leadership on changes to ensure their effectiveness.
- Develops and maintains a human resource information system (HRIS) that meets organizational needs.
- Researches and installs new plans and changes to employee benefit programs. Also analyzes, modifies, and reviews compensation (conducts salary surveys as needed) and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Oversees benefit administration including enrollment, change reporting, and claims; communicates information to staff.
- Communicates with staff, leadership, and benefit providers to provide information, assistance and resolution regarding employment, Family & Medical Leave Act (FMLA), short-term disability (STD), workers' compensation, benefits, employee relations and terminations, ensuring compliance with federal, state, and local laws.
- Reviews performance appraisal system regularly and updates the process as needed.
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
- Manages strategic recruitment and employment programs by identifying staff vacancies, recruiting, interviewing, and selecting applicants.
- Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations.
- Plan, organize, direct, or coordinate the personnel, training, or labor-relations activities of an organization.
- Prepares and maintains employee job descriptions
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion, and employee benefits.
- Conduct exit interviews to identify reasons for employee termination.
- Manages employment eligibility (I-9) process; completes verifications of employment; maintains updated forms, records and personnel files; acquires background reports; processes new hires and terminations.
- Ensures employee files are kept current and terminated files purged
- Assists in the research and implementation of a variety of HR initiatives and solutions to achieve company goals.
- Assures compliance with federal, state, and local laws, rules, regulations and policies and procedures.
- Perform various other duties and functions as required or assigned within area of expertise or scope of the position.

THE NEED

Professional qualifications for this position include:

Education: Bachelor's degree with a human resources emphasis preferred, or equivalent in experience.

Qualifications:

- 3-5 years of experience of progressively more responsible related work experience
- Knowledge of office management, Microsoft Office products, Paychex Flex, Salesforce CRM, and modern administrative procedures
- Management experience in a human resources department preferred.
- Intermediate to advanced problem solving experience in a practical setting.
- Think and act independently and problem-solve creatively within a range of established guidelines.
- Strong numerical and analytical skill set with ability to interpret quantitative data and perform detailed trend analysis utilizing raw volume data.
- Experience collaborating with multiple stakeholders in program/project management.
- Demonstrated ability to generate creative solutions.
- Outstanding verbal, written and interpersonal communications skills with a proven ability to work collaboratively with others.
- SHRM-CP or PHR designation preferred.

Interpersonal Characteristics:

Strong written and verbal communication skills are expected. The selected candidate should be a strong relationship builder and self-motivated. It is expected that the selected candidate will recognize and respect diversity and work effectively with people of other backgrounds and cultures and will have a desire to make a positive difference within the community.

THE REWARD

Commensurate with experience, we offer a competitive base salary and a culture which fosters and supports creativity and innovation. The St. Louis Economic Development Partnership offers a full range of employee benefits as well.

Interested and qualified applicants should submit their resume to <https://stlpartnership.aaimtrack.com>.

Also, applicants are encouraged to visit our website to learn more about the organization:

<https://stlpartnership.com>.

The St. Louis Economic Development Partnership is an equal opportunity employer. The organization considers applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.