

Senior Human Resources Manager

CLIENT OVERVIEW

The client is a vertically integrated, Chicago-based architectural lighting manufacturer that delivers exceptional products and services. The company controls the entire process from conceptual design, engineering, manufacturing, to shipping resulting in superior quality, customization capabilities, and quick response to customers.

ROLE DESCRIPTION

This Senior Human Resources Manager will ensure human resource operations function effectively in support of the company, management, and employee needs. This position is responsible for the execution of talent development plans, change management and learning programs that fully support the strategic thrusts of the business and fulfill the key competencies of the organization.

ESSENTIAL DUTIES

Strategic Workforce Planning

- Partner with Operations leadership Team on organizational design, succession planning, change management, improvements, and transition activities
- Develop, analyze operation staffing levels – offering recommendations for improvements to Operations Senior Leaders to build a talent inventory, forecast the internal and external supply of labor, and approach succession planning
- Develop and implement a long-term recruitment strategy to prepare for demographic and workforce changes. Drive alignment to the organization goals and objectives
- Facilitate and lead the implementation of skills matrix across the organization to identify and address skill gaps

Performance / Talent Management

- Identify immediate and future talent needs. Execute a talent strategy that responds to current and changing business needs which includes development and retention strategies
- Facilitate and manage all Manufacturing wide programs, including, annual compliance training, ad-hoc programs, performance management process, goal setting, feedback/coaching, development, and performance improvement plans

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- Facilitate the process to help leaders in assessing career growth and talent needs and determining where promotional opportunities exist
- Lead Talent Development strategy for the Operations group and facilitate all Talent Calibrations sessions for all departments
- Work with team to accelerate the growth of talent on a new learning initiative. Partner with Ops Leadership Team to address gaps - design and deliver training
- Implement a Robust Talent Management Strategy at the plant level to drive differentiation and accelerate development for top performers

Strategic Compensation Management

- Conduct market compensation analysis for all Manufacturing employees and make recommendations as needed
- Overhaul the Legacy Pay Scale rewards platform for Manufacturing and Implement a strategic leveling competitive program. Develop new compensation philosophy and market base salary structure
- **Pay-for-Performance System**—Develop and implement a pay for performance process across the Operations Team. Complete alignment reviews and make recommendations for merit, and equity adjustments.

Employee Engagement

- Strategize and share methods for leaders to establish and sustain a positive work environment that enables employees to learn, grow and succeed
- Partner with leaders to lead cultural initiatives and changes for the site, staying highly in-touch with employees and the organization, recognizing, diagnosing, and influencing improvements in culture issues through formal processes, and bringing to life an inclusive culture through Diversity & Inclusion initiatives
- Lead various projects to support growth and/or or change initiatives. Partner closely with HR counterparts to align key resources and support as required. Play key role in

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setting goals, tracking, and reporting progress, and helping to remove barriers to ensure success

Employee Relations

- Communicate, and when required, interpret company policies, procedures, and programs to ensure that internal customers are aware of HR initiatives designed to support and enhance company culture across all channels
- Advise managers on all employee relations issues including investigations of complaints, disciplinary action, and terminations. Conduct exit interviews as applicable and follow-up on problematic virtual exit surveys
- Be a trusted advisor; provide prompt and effective support to management in coaching, motivating, and counseling employees and in responding to complaints or conflicts from employees and/or managers
- Leverage HR data to inform and influence key decisions, process improvements, and policy changes
- Stay abreast of HR legislation and trends to ensure best practices and compliance with local, state, and federal employment laws. Lead necessary changes to ensure compliance

HR Programs

- Implement and deliver HR programs, process and training to employees and manager
- Collaborate with the Director of HR on organizational Human Resource strategies including development of goals, scorecards, and other key performance indicators
- Analyze data, recommend, and support action plans resulting from engagement surveys
- Maintain close working relationships with managers to ensure that employment and staffing activities fully support and are aligned with departmental goals/requirements
- Support plant and safety objectives by participating in plant safety teams and initiatives
- Perform other duties and participate in special projects as assigned

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COMPETANCIES

- Strong communication; both written and verbal
- Great people management and relationship building skills
- Analytical and critical thinker
- Strong business acumen
- Service-oriented; high-energy; self-starter

REQUIREMENTS

- Bachelor's degree in human resources, industrial relations, business administration or equivalent experience.
- Human Resources certification preferred
- Bilingual in Spanish (verbal only) strongly preferred
- At least 3 years of HR generalist experience in a manufacturing environment to include administration of policies and programs related to employment law, employee health and safety, staffing, wage and salary compensation, and benefits
- 5-7 years of progressive HR experience
- Nonunion and union experience
- Experience working across multiple locations and/or large manufacturing site (>500 people)
- Experience with having direct reports