



JOB DESCRIPTION – HUMAN RESOURCES DIRECTOR

Job Summary:

The Human Resources Director will plan, lead, direct, develop, and coordinate the policies and activities of the Human Resources (HR) department, ensuring legal compliance and implementation of Lawrenceburg Utility Systems' (LUS) mission and talent strategy. The position will be a direct report to the LUS General Manager.

Supervisory Responsibilities:

- Recruits, interviews, and hires new staff for LUS
- Oversees the daily workflow of the HR department
- Provides constructive and timely performance evaluations for HR staff
- Handles discipline and termination of employees in accordance with LUS policy

Duties/Responsibilities:

- Collaborates with senior leadership to understand and implement LUS's goals and strategy related to staffing, recruiting, retention, culture, diversity, equity, and inclusion
- Formulates a human resource vision based on LUS's goals and strategy, decides on a strategic human resources direction, achieves buy-in and active support across the organization, implements and drives the change process, and reports on results
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support LUS's human resources regulatory compliance, goals, and strategy needs
- Administers or oversees the administration of human resources programs including, but not limited to, employee benefits and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; and training and development
- Leads the development and implementation of a LUS compensation policy including an assessment of the current compensation ranges for all positions; leads the development of job descriptions for all positions; and researches and recommends a performance management system
- Identifies staffing and recruiting needs and develops and executes best practices for hiring and talent management
- Conducts research and analysis of organizational trends including review of reports and metrics from LUS's human resource information system (HRIS)
- Monitors and ensures LUS's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management

- Develops and implements departmental budget
- Facilitates professional development, training, and certification activities for LUS
- Performs other duties as required

Required Skills/Abilities:

- Excellent verbal and written communication skills
- Excellent interpersonal and negotiation skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Strong supervisory and leadership skills
- Ability to adapt to the needs of the organization and employees
- Ability to prioritize tasks and to delegate them when appropriate
- Thorough knowledge of employment-related laws and regulations
- Proficient with Microsoft Office Suite or related software
- Proficiency with or the ability to quickly learn LUS's HRIS systems

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree is preferred
- At least 5 years of human resource management experience in a senior role required. A combination of education and experience may also be considered.
- SHRM-CP or SHRM-SCP highly preferred