



# *Director of Human Resources*

Location: Wyoming, MN

Work Arrangement: Hybrid

## About the Role

As the Director of Human Resources, you will work closely with the Executive team, as well as direct reports, to drive people strategies in support of 900-plus employees located across multiple U.S. locations. You will manage a small team of HR Managers and professionals, ensuring that all HR efforts and initiatives align with and support the growth and success of the business.

To be successful in this role, the Director of Human Resources must develop a deep understanding of our strategy and culture, including employees, processes, customers, markets in which we operate, compensation and benefits as well as their inputs and outputs. It is critical to understand the workforce and how it influences the achievement of business goals. This understanding will foster and support a relationship with the business that will allow you to identify, design and implement changes for the betterment of the employees and the organization.

The Director of Human Resources will report to Chief Financial Officer and work closely with other HR leaders to complete the HR service delivery model, allowing each business to achieve its goals and support its employee population efficiently and effectively. This model transformation will also create a link between each business unit and the broader organization that will support employee growth and development and ease of movement between business areas.

## Key Responsibilities

The following are the essential duties of this position and do not include marginal functions that are incidental to the performance of fundamental job duties. The scope and duties of a given position may change or be temporarily altered based on the business needs of the organization.

- Provide resources and build relationships with key business leaders focusing on achieving business and talent goals and objectives.
- Manage the design and implementation of policies and procedures that improve individual and organizational performance.
- Consult and support business leaders in the development and implementation of strategies that enable the organization to thrive through periods of change.
- Understand, analyze and drive compensation, benefits, retirement savings plans and other benefits and initiatives of the company to drive the hiring and retention of employees and drive the overall wellbeing and engagement.



- Partner with business leaders to grow talent and technical capability pipelines for the business.
- Identify and establish onboarding processes to successfully integrate new staff into the organization.
- Provide coaching to business leaders to support their human resources management, problem solving, and performance management.
- Lead the implementation of standardized processes and systems across the three main sites.
- Provide support to business leaders on complex employee relations issues.
- Participate in the execution of employee relations strategies and the resolution of complex issues.
- Partner with business leaders in end-to-end succession, performance, and development objectives.
- Lead a team of site-based HR professionals to deliver effective HR business partnering to support the business strategy.
- Sustain the Quality Management System with required departmental standards.

## Qualifications

- Bachelor's degree in Human Resources, Business, or Psychology required.
- Master's degree in Human Resources, Business, or Psychology preferred.
- HR Professional Certification, SHRM-CP or PHR required.
- 8+ years of progressive Human Resources experience required.
- Previous experience in Human Resources in a manufacturing environment required.
- Experience working in an HRIS system required.
- Experience working in Paycom is preferred.
- Strong organization design experience with leading cross-functional project team preferred.

## Skills & Competencies

### Language

- Able to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations, including legal documents and financial reports.
- Able to write reports, business correspondence and policies.
- Able to effectively present information and respond to questions from groups of managers, vendors, and the general public.
- Able to effectively communicate with tact and diplomacy at all times to develop relationships with internal and external contacts to provide excellent customer service and conflict management.
- Able to follow written and verbal directions and communicate new information that could affect project trajectories.
- Able to communicate goals effectively to a team.

### Math

- Able to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

### Computer

- Able to perform intermediate PC functions in Microsoft Office including the use of spreadsheet tables and formulas.
- Able to operate proficiently in Paycom.



## Abilities

- Able to deal with problems involving a variety of variables in non-standard situations.
- Able to proficiently deal with internal affairs concerning employee issues and conflicts that may require mediation.
- Able to work professionally with Sr. Management and external business leaders.
- Strong attention to detail.
- Demonstrated ability to be organized, flexible, and easily adaptive to evolving and fast-paced working conditions.
- Ability to collaborate and work efficiently with multiple sites and functional disciplines to drive common solutions and best practices.
- Extremely data driven and able to resolve problems by using available data.
- Project Management skills as part of cross-functional development teams, both leading and participating (and understanding critical requirements and difference of both).
- Strong negotiation skills.
- Able to prioritize work and to multitask while adhering to deadlines.
- Able to work with minimal supervision in a team environment.
- Able to understand and follow all safety policies to promote a safe working environment for all.

## About the Organization

This client is confidential at this time.

## Compensation

In accordance with Minnesota's pay transparency law, we are able to share that compensation expectations for this position are \$160,000-\$180,000, plus bonus.

## About CBIZ Talent Solutions

**CBIZ, Inc. (NYSE:CBZ)** is a publicly traded, leading professional services advisor to middle market businesses and organizations nationwide. With unmatched industry knowledge and expertise in accounting, tax, advisory, benefits, insurance and technology, CBIZ delivers forward-thinking insights and actionable solutions to help you anticipate next steps and accelerate growth.

As part of our commitment to delivering strategic business solutions, CBIZ Talent Solutions provides comprehensive, end-to-end support across the talent lifecycle—helping organizations identify, attract, and retain the talent needed to build high-performing workforces that drive long-term success. Learn more about our services at [CBIZ.com](https://www.cbiz.com).

*Equal Opportunity Employer*



CBIZ is an equal opportunity employer and reviews applications for employment without regard to the applicant's race, color, religion, national origin, ancestry, age, gender, gender identity, marital status, military status, veteran status, sexual orientation, disability, or medical condition, or any other reason prohibited by law

## Application Process

CBIZ Talent Solutions is conducting this search on behalf of the client. All calls and inquiries should be made through the search firm. Nominations and applications will be held in confidence. Review of applications will begin immediately and will continue until the position is filled.

## Contact Information

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