

JOB NUMBER: WDC-2021-04
JOB TITLE: Vice President of Human Resources & Administration
Supervisor: CEO
Status: Full Time
Office Location: Grand Rapids, MI

Waséyabek Development Company, LLC (WDC) is a legal entity, created and wholly owned by the Nottawaseppi Huron Band of the Potawatomi (NHBP), a Federally recognized Indian Tribe. WDC is committed to fostering the development of a stable, diversified economy for members of the Band which will contribute to their long-term wealth and economic self-sufficiency while managing risk and creating quality employment opportunities. WDC is the holding company of an investment portfolio consisting of commercial real estate, Federal operating companies, and Commercial operating companies.

POSTION SUMMARY

This position will function as the VP of Human Resources & Administration under the direction of the WDC CEO. With regard to HR, the incumbent in this position is responsible for formulating policies and procedures for the WDC Human Resource Department which are compliant with commercial and Federal business, and Tribal hiring preference practices. In addition, the incumbent will provide assistance to the CEO and guidance to the staff in coordinating WDC Federal's 8(a) application and ongoing compliance. The incumbent will recommend policies and procedures to the CEO and other members of the Executive Management Team. Other duties include planning, organizing, developing, implementing, coordinating, directing, and evaluating the personnel, personnel assets, acquisition HR resources, and supporting structure of the company.

ESSENTIAL FUNCTIONS

The listed functions define the key functions and responsibilities assigned to this position are only illustrative of the overall responsibilities and are not intended to describe every function that may be performed by this position. The omission of specific statements does not preclude the CEO from assigning specific duties not listed if such duties are logical to the position.

HUMAN RESOURCE MANAGEMENT

- Administers human resource plans, policies and procedures for all Commercial and Federal organizations and personnel to be compliant with Tribal, state, and Federal laws and to comply with regulations and best practices.
- Develop and direct an effective recruitment, selection, placement, and orientation program that is in compliance with Commercial and Federal client contract requirements;

reducing the cost and duration of the hiring program while ensuring effectiveness and efficiency

- Maintains human resource information system (HRIS) records and compiles reports from the database including and auditing for accuracy and compliance
- Schedule, and facilitate smooth new hire onboarding process, coordinating with cross-functional departments to deliver an exceptional first-day experience
- Provide an effective and dedicated Human Resources advisory service to employees in relation to absence and health issues, conduct and capability, grievance matters, organizational change, and all other employee-relations matters
- Assist in the communication, interpretation, and upkeep of employee handbook, employee directory, and organizational chart, and contributes to the development of policies
- Participates in developing department goals, objectives, and systems
- Assist with review of compensation program; monitors the performance evaluation program and revise as necessary
- Performs benefits administration, including claims resolution, change reporting, reviewing invoices for payment and communicating benefits information to employees
- Maintains affirmative action program; files EEO-1 report annually; Vets-4212 and maintains other records, reports and logs to conform to compliance and regulations
- Facilitates the implementation of safety program including participation on safety committee, conducting audits, and recommending improvements to current processes
- Ability to maintain training records for facility and drive OSHA compliance
- Oversee and provide employee training and development initiatives, ability work with leadership to structure or put structure in places where it is lacking or where more structure is needed
- Responsible for investigation and administration of workers compensation, and management of claims processes and compliance
- Ability to write position descriptions
- Conducts recruitment effort for all exempt and nonexempt personnel, student, and temporary employees
- Participates in administrative staff meetings and attends other meetings and seminars
- Provides effective guidance and coaching to managers/supervisors, relating to employee concerns, problems, and disciplinary action to comply with company policies
- Serves as contact with temporary labor agencies to schedule workers to meet daily production staffing requirements and to process pay records
- Recommends new approaches, policies, and procedures to continually improve efficiency of the Human Resources department and services performed
- Maintains compliance with federal, state, and local employment and benefits laws and regulations ensures multiple locations are in full compliance
- Assist the COO/COO and subsidiary managers to ensure that each department is properly organized, staffed, and directed to fulfill its responsibilities

- Assist the CEO in research, plan development, presentation materials and implementation of company initiatives
- Perform, direct, and oversee subordinate staff to achieve planned performance goals for the department(s)
- Coordinate grievance procedures with management and executives
- Ensure Native American Hiring Preference and Affirmative Action Program is created, communicated, and adhered to by management
- Ensure compensation competitiveness through conducting, analyzing, evaluating, and applying wage and salary surveys and benefit program surveys per the approved WDC compensation policy
- Oversee the input, analysis, maintenance, and communication of human resource records required by law or local governing bodies, or other departments within the organization.
- Assist in instilling the philosophy of continuous improvement at all levels. The following key metrics should be targeted for implementation and continuous improvement: Revenue earning initiatives, profit margins, controlled operating expenses, cash flow, quality, and customer satisfaction
- Supervise, coach and lead employees with regard to their respective duties and responsibilities
- Maintain accurate, timely and transparent information regarding employee performance
- Utilize progressive discipline practices to address sub-standard performance in a timely manner and carry out said practices with dignity and respect
- Provide timely, ongoing, and consistent direction, performance coaching and honest feedback through one-on-one meetings, year-end appraisals, and informal in-the-moment coaching
- Invite and accept feedback and provide upward feedback

FINANCIAL

- Assist in the development of the annual HR departmental budget
- Utilize established WDC controls and systems to manage the budget(s) within your area(s) of responsibility

COMMUNICATION

- Support the company's values, principles, vision, mission
- Generate all applicable reporting to corporate; assuring compliance with

- internal policies and procedures and Federal regulations
- Serve as the liaison between the Executive leadership and the subordinate employees

STRATEGIC PLANNING

- Work with the CEO and COO to contribute to WDC's Strategic Plan, including human capital needs and administrative policies needed to support the Strategic Plan and operations
- Contribute to the development of the company's vision and mission

LEADERSHIP

- Propose, publish, and direct the administration of WDC and subsidiary policies, procedures, and practices for the highest level of efficiency and effectiveness in compliance with State, Federal, and FAR guidelines
- Maintain knowledge of industry trends and employment legislation to ensure compliance with Federal and state laws; consults with legal counsel when necessary
- Act as Equal Employment Officer ensuring equitable treatment to all employees
- Ensure, in conjunction with the WDC CFO, value added welfare benefit program activities via design, implementation and administration
- Design, implement, administer, and ensure compliance with mandated benefit programs such as unemployment, worker's compensation, and safety programs
- Direct employment classification programs, including classifying positions and writing position descriptions
- Design, implement, direct, and administer the performance management program including wage and salary program
- Ensure that HR-related policies, procedures, and practices are consistently understood, correctly interpreted, and administered by Executive management and personnel with managerial responsibilities
- Develop and maintain a human resources information system that meets personnel information needs for all internal and external customers.
- Other duties as required by the CEO

MINIMUM QUALIFICATIONS

- A Bachelor's degree or at least ten (10) years of progressively responsible Human Resource experience
- At least five (5) years of experience providing HR services at the Executive level to Native American Corporations, Alaskan Native Corporations, or Hawaiian Native

- Organizations engaged in Federal contracting
- At least five (5) years of experience providing HR services at the Executive level to commercial business enterprises
 - Strong Recruiting Skills required
 - Must have experience providing input and strategy to proposal teams regarding HR resources and pricing on Federal contract awards
 - Board working knowledge of Service Contract Act (SCA) required
 - Must have experience "re-badging" Federal project personnel under strict timelines
 - Demonstrated capability to interface and Executive Management Team members and employees and maintain effective relationships in a team-oriented environment
 - SHRM Certified Professional (SHRM-SCP) or SHRM Senior Certified Professional (SHRM-CP) credential required
 - Tribal Human Resource Professional (THRP) preferred
 - Knowledge of Deltek a plus
 - Knowledge of ADP a plus
 - Must be able to work with the collaborative culture that exists at WDC
 - Excellent communication skills, interpersonal skills, ethics, and cultural awareness
 - Strong detail-oriented and resourceful mindset
 - Resourceful, problem-solving aptitude and thorough knowledge of Human Resources procedures and policies
 - Must possess understanding and ability to work with and promote Native American culture and Native American hiring preferences
 - Knowledge of and experience with Small Business Association 8(a) contracting application and compliance
 - Experience in Government contracting arena dealing directly with both internal and external customers as well as experience with contractual documentation directly related to Government contracting activities.
 - Ability to read, analyze and interpret various reports and documents, including financial records and legal information.
 - Highly proficient skills with computers, Microsoft software programs, internet, mobile technology, and other office equipment.
 - Ability to pass an extensive background investigation, including but not limited to personal and professional financial history, nationwide criminal record search, and other relevant background information deemed necessary by the WDC Board.
 - Ability to pass a pre-employment drug screen

PREFERRED QUALIFICATIONS

1. CCP-Certified Compensation Professional
2. CBP-Certified Benefits Professional
3. CEBS-Certified Employee Benefits Specialist
4. CPP – Certified Payroll Professional

PHYSICAL REQUIREMENTS

Ability to focus on computer screens for extensive periods of time. The employee is occasionally required to stand and reach. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and teleconference equipment

TRAVEL

This position may require travel up to 25% of the time

POSITION TYPE

This is a full-time exempt position

HIRING PREFERENCE

Native American & Veteran Hiring Preferences will be applied in accordance with WDC policy

Waséyabek Development Company is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity Employer making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.

Qualified Candidates please send resume to hr@waseyabek.com