



## POSITION DESCRIPTION

**Title:** Human Resources Director  
**Category:** Full-time/Exempt  
**Version:** May 2019

### **Summary:**

The Human Resources Director is responsible for the activities involved in developing and maintaining our human resources function, policies and procedures while driving initiatives that are in line with the overall strategic plan. Responsible for the hands on coordinating of: recruitment, compensation programs, new hire orientations, performance management, employee benefits, and health and safety plans to ensure positive employee relations consistent with Winery goals and objectives. Participates in industry compensation and benefit surveys to remain apprised of current trends, conditions and legislative changes. Make presentations and recommendations to leadership regarding new or existing human resources policies. Manages the maintenance of human resources records and HRIS. Provides guidance to managers and supervisors in the use and application of performance management programs and interpretation of human resources policies and procedures. Participates as key member of the Winery leadership team.

### **Essential Functions:**

Duties/functions may include, but are not limited to, the following:

#### **Employee Relations and Compliance:**

- Ensure compliance with employment law and adherence to policies.
- Provide guidance and coaching to department managers and employees on employee relation issues. Manage and resolve complex employee relations issues; conduct effective, thorough and objective investigations.
- Provide general HR support to department managers and their teams.
- Work closely with management and employees to improve work relationships, build morale, increase productivity and retention.
- Is responsible for the day-to-day administration of employee programs such as health, dental, disability, vacation, leave of absence, 401k, safety and worker's compensation.
- Advises management in appropriate resolution of employee related issues
- Administers salary administration programs to ensure effectiveness, compliance, and equity within the organization

### **Performance Management**

- Educate and train department managers on the performance management processes and the goals of employee development.
- Lead the execution of key processes (e.g. Performance appraisals; target setting and achievement for bonus systems) in collaboration with the management team.
- Provide day to day performance management guidance to line management (coaching, counseling, career development, disciplinary actions).

### **Training and Development**

- Lead and drive the design and execution of training passport program.
- Responsible for evaluating and monitoring of success of training programs; follow-up to ensure trainers and trainee's objectives are met.
- Lead succession planning and development efforts

### **Recruiting, on boarding and off boarding**

- Manage the entire recruitment process, both directly and through external recruiters.
- Develop job descriptions and ensure compliance with all hiring practices.
- Support on boarding needs for new hires and participate in orientation.
- Manage off boarding.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Required Competencies:**

- Results oriented, ability to set and adhere to realistic goals and deadlines anticipating the ebb and flow of seasonal workloads
- Strong self-management skills; ability to plan and organize to handle high volume work load with multiple priorities and to use time efficiently
- Sets example for others by demonstration of core values, maintains highest standards of confidentiality and professionalism. ability to allocate resources in a cost-conscious environment
- Ability to think creatively, present ideas persuasively
- Excellent communication skills, both written and verbal, at all levels.
- Ability to effectively present information and respond to questions from individuals and groups at all levels.
- Ability to function well as part of a multi-functional team
- Skilled in critical thinking and problem solving

**Minimum Qualifications:**

- Bachelor degree in Business, Human Resources, a related field or equivalent experience and seven years of diverse experience in all areas of human resources.
- Ability to effectively interact with others to facilitate meeting individual and group goals with professionalism.
- Proficient in the use of a PC in a networked environment to include in MS Office products: Word, Excel, Outlook, and internet browsers and HRIS (ADP Workforce Now).
- PHR/SPHR certification preferred.
- Spanish language skills a huge plus.

**Essential Physical Requirements:**

The physical requirements listed are representative of those that must be met by an employee to successfully perform the essential functions and key responsibilities of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Work conditions in certain areas of the vineyard and winery are cold, wet, slippery and/or noisy. Frequent walking, including over uneven ground and up and down stairs, and bending, kneeling, and crouching are required. Must be able to occasionally lift and/or carry up to 45 lbs.