

**Position: HR Director****Location: Rocklin, CA****Brief summary of duties:**

Hands On is strategically located in a highly competitive market. Our objective of providing communication services to the Deaf and Hard of Hearing gives us the opportunity to employ motivated and sincere professionals.

Directs employee and management-focused programs, services and consultation to enhance the organizations performance consistent with company's established mission, vision, values and leadership traits. Provides direction to senior management on HR strategy and policy.

**RESPONSIBILITIES:**

Develops objectives and directs staff in the research, design and execution of HR related services, programs or initiatives including compensation, benefits, HRIS, safety, security, training, organizational development, employee relations and recruiting. Oversees and implements programs and policies designed to protect the Company and employee interests in accordance with policies and state/federal laws and regulations.

Develops, tracks and maintains HR related budgets. Ensures departments operate within established parameters.

Interacts with senior management team on organizational development, succession planning, and strategic planning. Mentors senior management with respect to human relations and managing staff.

As necessary, performs other duties as required.

**Minimum Qualification Requirements:**

Requires a Bachelor's degree or equivalent training

**KNOWLEDGE AND EXPERIENCE:**

Requires 12+ years experience in all areas of Human Resources including Employee Relations, Recruiting, Compensation, Benefits, Strategic Planning and Organizational Development

Demonstrated experience in strategic HR planning and execution

**LICENSES AND CERTIFICATIONS:**

Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) preferred

**ADDITIONAL DESIRABLE QUALIFICATIONS:**

Masters degree in business

**SKILLS AND ABILITIES:**

Advanced Microsoft Office skills

Ability to communicate effectively both orally and in writing and to establish and maintain cooperative working relationships with persons contacted in the course of performing assigned duties including Company management, investors, and outside business associates

Strong attention to details

Ability to lead, mentor and influence senior management on a regular basis.

Excellent advocacy and persuasive skills

Ability to maintain confidentiality

**PROBLEM SOLVING AND DECISION MAKING:**

Develops solutions to a variety of complex problems; ensures solutions are consistent with organization objectives

**SUPERVISORY RESPONSIBILITY:**

Manages exempt and nonexempt staff; makes hire, termination, promotion and salary decisions

**TRAVEL REQUIREMENTS:**

- Travel to and from company's multiple call centers

**Application deadline: until filled**

**Our mission is to enhance effective communication. Our dedicated staff is committed to excellence; and strives to delight our customers. Our compensation and comprehensive benefits package are designed to attract individuals with the skills necessary to build a company viewed as a leader in our industry.**

Visit us at:

[www.hovrs.com](http://www.hovrs.com)

Please submit your resume or application to:

Hands On Video Relay Services, Inc.

FAX: (916)435-5878

EMAIL: [jobs@hovrs.com](mailto:jobs@hovrs.com)