

## Director of Human Resources

We have a very exciting opportunity for a Director of Human Resources at Vision Government Solutions (“Vision”). This person will report directly to the company’s Chief Financial Officer. We are offering a great opportunity to join Vision at a time of exciting change and growth, including the pursuit of acquisitions.

### What is Vision Government Solutions?

Since 1975, Vision Government Solutions is a leading government technology firm providing cutting-edge software to the public sector throughout the United States. Today, more than 430 communities are part of the Vision family. We have earned our reputation for innovation by establishing long-term relationships, delivering the fastest software & services projects, and providing software products that are leading the digital future of assessing. Learn more at [www.vgsi.com](http://www.vgsi.com)

### Job Description:

The Director of Human Resources executes activities at Vision to maximize the strategic use of Human Resources and maintains functions such as employee relations, employee experience, company policies/compliance, diversity/inclusion and performance management to create a positive, employee-oriented and high-performance culture.

### Fundamental Duties:

- Culture
  - Work with executive team to reinforce and continuously improve Vision’s culture around Victory, Speed, Growth and Inspiration.
  - Create, lead and execute the company’s internal initiatives to engage employees around cultural values
  - Assess and measure the impact of cultural initiatives and suggest improvements
  - Serve as a sounding board for employees, monitor the impact of business decisions on people and serve as a voice of the team in business decision making
  
- Employee Lifecycle & Performance Management
  - Facilitate annual performance review process to create a high-performance culture
  - Work with employees and managers to assess, plan and recommend organizational structure, including career development tracks, coaching on growth and development and guidance on ways to effectively reduce turnover
  - Establish an in-house employee training program that addresses distinct company/department needs
  - Manage employee onboarding and offboarding processes, including in the context of M&A (i.e., employees acquired via acquisition)
  
- Recruiting
  - Work with executive team to identify, assess and hire employees
  - Improve our recruiting approach to leverage tools and best practices with a focus on attracting candidates who are going to assimilate and excel within Vision’s culture

- Manage and monitor recruiting activities such as applicant flow, new hires, transfers and promotions to identify potential areas of focus
- Compliance/Policy
  - Work with ADP TotalSource, to ensure legal compliance with applicable federal and state HR requirements
  - Develop, recommend and implement HR policies, guidelines and procedures
  - Recognize employee opinions and respond to employee relations issues such as complaints, harassment allegations and other workplace concerns
  - Maintain leading edge knowledge of HR issues by staying fully informed of regulatory compliance
- Payroll & Benefits Management
  - Recommend and manage company-wide benefits program
  - Monitor current pay rates and make sure we offer competitive compensation plans

**Qualifications:**

- At least 7 years of HR experience with 3 years in an HR leadership/management role in high growth company
- Bachelor's degree required.
- Either a PHR (Professional in Human Resources) or SPHR (Senior Professional in Human Resources) certification preferred
- Self-starter who is flexible and able to adapt to fast paced culture and changing priorities
- Desire to move fast, win and be part of a growing organization
- Ability to innovate and challenge current norms to drive change in the organization and work with people of varying backgrounds and organizational levels
- Highly organized with ability to multitask, probe, analyze and problem solve issues with minimal guidance
- Above average oral and written communication skills.
- Ability to work with Company's executive team
- Excellent computer skills in a Microsoft Windows environment. Must include Excel and skills in database management and record keeping

**Company Benefits:**

- 401(k) plan with employer match
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

**Vision Government Solutions, Inc. is an Equal Opportunity Employer.**