

Job Description

Job Title: HR Technology Solutions Director
Department: Human Resources
Reports To: CHRO

SUMMARY

The HR Technology Solutions Director leads, coordinates and directs activities supporting payroll, time and attendance and HCM management across the enterprise. This role is both a strategic and hands-on role leading and facilitating the optimization of HR systems. This role will directly manage Payroll, HCM management and reporting and analytics.

The HR Technology Solutions Director will be a change agent driving efficient process and continuous improvement across our HR systems to ensure process efficiencies, improved reporting and a high standard of service is delivered. This role will also drive value by further analyzing data and utilizing systems to support the business and solve problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

- Oversees the design, delivery, and administration of our HCM, Time & Attendance and Payroll systems.
- Manages a multi-location payroll team and oversees the payroll function with a focus on accuracy, process improvement, and compliance in a complex, multiple-site labor environment.
- Oversees payroll tax requirements; ensures compliance on current legislation and tax code that may impact payroll.
- Leads team through HCM/Payroll/Time & Attendance system implementation and post-implementation system configuration.
- Reviews existing policies and procedures, identifies, investigates root causes related to recurring process bottlenecks and develops, implements and drives corrective action plans to address areas of concerns.
- Designs, implements and ensures compliance with payroll audit processes tied to corporate policies and procedures.
- Collaborates and supports enterprise-wide HR and management teams tied to company-wide HR system initiatives.
- Monitors and controls department's expense and costs, contributing to cost-effective operations for the organization.
- Manages internal and external partners to ensure best price/best service model.
- Supports various reporting activities from HR systems involving employee data, including but not limited to; hiring & selection, turnover, performance, pay, overtime, staffing, employee engagement, training, skills, etc...

- Manages system upgrades and updates planning for the HCM/Payroll platform and use thorough testing practices to ensure that upgrades run seamlessly.
- Proactively partners with the IT team to support the HCM and Payroll configuration, upgrades, and business initiatives.
- Ensures all HR related systems are compliant with data protection laws and maintain highest data integrity, reporting, and management, including developing a program for auditing internal processes.
- Perform other related duties as required and assigned.

KNOWLEDGE AND SKILLS

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.

- Extensive knowledge of the principles and practices of payroll, human resources, and governmental rules, regulations and procedures.
- Must have extensive (super-user level) HCM, payroll and time management experience supporting a complex organizational structure.
- Demonstrated experience successfully implementing multiple HCM/Payroll/Time & Attendance systems.
- Ability to effectively evaluate the HR systems and payroll needs of enterprise and develop short and long-term strategic plans to address those needs.
- Strong process orientation with ability to effectively optimize HR systems to best support business needs.
- Requires effective oral and written communication skills including the ability to present ideas, and/or facts and recommendations effectively. Outstanding interpersonal and communication skills with a collaborative ability to work with diverse colleagues.
- Strong interpersonal and team skills with ability to professionally interact with all levels of personnel required.
- Ability to manage groups through project implementation.
- Strong analytical skills with a methodological approach to problem solving and implementation.
- Strong computer skills including proficiency in Word, Excel and PowerPoint.
- Excellent follow-up and organizational skills with the ability to multi-task. Ability to work independently with little direction.
- Must have strong business knowledge and experience with the ability to translate business needs to a strategic plan.
- Ability to handle confidential information and to manage ambiguity yet work collaboratively within a team environment.
- Ability to read, analyze, and interpret human resource related documents and manage systems, extract and present data, and analysis process to solve complex business problems.

EDUCATION/TRAINING/EXPERIENCE

- Possesses 5 plus years relevant Human Resource technology and Payroll experience in a multi-state, labor union, and manufacturing/supply chain environments. Must have minimum 3 years of direct supervisory experience.
- Experience assessing, implementing and optimizing HCM systems and managing HR/Payroll support through organizational transformation.
- Bachelor's degree in information systems, computer science, human resource, business administrations or relevant discipline required.

CERTIFICATES/LICENSES/REGISTRATIONS/TRAVEL

- Valid State Driver's License required.
- Must be willing to travel up to 25% of time in and out of state to support region activities.