

# The Davis Companies

## Director of Human Resources

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**TITLE:** Director of Human Resources

**COMPANY:** The Davis Companies

**LOCATION:** Boston, MA

**SUMMARY:** Reporting to the Co-President, the Director of Human Resources will head the Company's HR function and will be responsible for all human resources-related activities including defining, developing, managing and implementing human resources and diversity, equity and inclusion initiatives that align with the organization's vision, mission and strategic plans; ensuring the organization's ability to attract, develop and retain top quality talent and foster a sustainable, inclusive and high-performing work environment; personnel policies and procedures; compensation and payroll administration; employee and performance evaluation methods; maintenance of personnel records; payroll administration; health care and benefits administration; safety and security; training; 401(k) plan administrative oversight; maintaining close coordination with corporate counsel to assure compliance with all employment laws and regulations; employee relations and implementation of employee-company values and philosophy; and all other activities pertaining to company culture and the welfare of the company's employees.

This is a hands-on role in an entrepreneurial environment requiring depth and breadth of human resources experience, a high degree of flexibility and a positive, "can-do" attitude.

**RESPONSIBILITIES:** With input from the Co-President, General Counsel, Chief Financial Officer and others, the Director of Human Resources will perform the following tasks:

- Oversee the implementation and administration of Human Resources policies, programs and practices.
- Develop department budget, goals, objectives and systems.
- Coach, mentor and guide management and employees with regard to work environment matters, effective employee relations and Human Resource regulatory compliance issues.
- Support staff engagement and morale initiatives, including planning company events. May also include implementation and management of engagement and pulse surveys, establishment of dashboards or other reports, project management of action plans and follow up as needed.

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## **RESPONSIBILITIES:**

(Continued)

- Support staff engagement and morale initiatives, including planning company events. May also include implementation and management of engagement and pulse surveys, establishment of dashboards or other reports, project management of action plans and follow up as needed.
- Support efforts to enhance our employer brand with a Diversity, Equity and Inclusion emphasis. Keep tabs on best practices in the field and ensure that our employer marketing efforts (e.g., website, Glassdoor and LinkedIn accounts, job postings etc.) reflect those best practices.
- Initiate and support efforts to build and retain a diverse pipeline of talent. May include piloting innovative recruitment techniques, project managing internship and fellowship programs, mentorship programs, etc.
- Develop and implement training initiatives to address current capabilities and future training needs, including on-the-job operational training, management development, new hire orientation and on-boarding.
- Establish in-house management training programs that address company and departmental needs and provide necessary education and materials to all employees including workshops and employee handbooks.
- Maintain and look for ways to continually improve the Company's culture as the organization continues to grow and develop strategies and communication processes to enhance or transform the culture to meet future objectives.
- Provide support to supervisors and staff via coaching and action planning on general management concerns - including performance issues, the annual review process, salary decisions, supervisory changes, etc.
- Serve as a link between management and employees by handling questions, interpreting and administering policies and helping resolve work-related problems.
- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, terminating employees, and administering disciplinary procedures.
- Conduct exit interviews to identify reasons for employee termination.
- Provide terminated employees with outplacement or relocation assistance, as needed.

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## **RESPONSIBILITIES:**

(Continued)

- Determine and recommend employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale.
- Administer payroll and analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Select and coordinate use of health insurance brokers, health insurance carriers, pension administrators, training specialists and other outside sources.
- Monitor and look for ways to improve pay policies, performance appraisal programs, employee benefit programs and services, and company safety and health programs.
- Develop, implement, and ensure the application of policies, regulations, and standards relating to occupational health and safety.
- Ensure compliance with legislated reporting requirements so that due diligence/liability requirements are met.
- Advise and train managers on organizational policy matters such as equal employment opportunity and sexual harassment.
- Investigate and report on industrial accidents for insurance carriers.
- Identify legal requirements and government reporting regulations affecting Human Resources function (e.g., OSHA, EEO, ERISA, Wage & Hour).

## **BACKGROUND/EXPERIENCE/EDUCATION:**

### **Prerequisites**

- Education: Bachelor's degree or equivalent in Human Resources; BA or BS in Management with a concentration in HR; BA or BS in Business Administration with a concentration in HRM, Organizational Behavior, Industrial Relations, Organizational Development, Management and Leadership.
- Requires 7-10 years progressive human resources generalist experience. Experience must include hands-on responsibility for the full scope of human resources activities
- Experience using a Human Resources Information System, i.e. Paycom, Paylocity, etc.

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**BACKGROUND/EXPERIENCE/EDUCATION:**  
**(Continued)**

**Skills and Abilities**

- Generalist background with broad knowledge of employment, compensation, organizational planning, employee relations, and training and development.
- Able to work successfully and productively in a team environment or independently and deal with multiple tasks effectively.
- Strong ability to perform well and be unfailingly diplomatic in a high pressure and complex environment.
- Excellent problem-solving skills with the ability to envision and deliver innovative solutions.
- Proven analytical, planning, and organizing skills.
- Excellent communication and interpersonal skills with ability to listen effectively, respond appropriately, and maintain mutual comfort level while relating to a diverse workforce.
- Proven success partnering with a senior executive team, having established credible business partner relationships.
- An understanding of organizational practices, total compensation philosophy and strategic staffing issues, having made recognizable contributions to the successful achievement of business objectives.
- The ability to think strategically and execute plans and programs.

If you would like to apply for this position, please email your resume and cover letter to Donna Russell, Director of Human Resources, at [drussell@thedaviscompanies.com](mailto:drussell@thedaviscompanies.com). To learn more about The Davis Companies, go to [www.thedaviscompanies.com](http://www.thedaviscompanies.com).