



JOB OPENING

April 20, 2022

Position Title: Department Manager of HR\Benefits
Location: Kingfisher
Department: HR\Benefits
Manager: Division Manager of HR\Legal
Safety-Sensitive: Yes

Under the Oklahoma Medical Marijuana and Patient Protection Act, this position is considered safety sensitive. Safety-sensitive is defined as a job that includes operation of a motor vehicle.

If you have questions regarding the requirements and wage, you are encouraged to call Jennifer Swift at 405.375.0164.

General Summary:

The primary purpose of this position is to manage and direct all HR, Safety and Employee Benefits activities, ensuring legal compliance and supporting Pioneer's mission and talent strategy.

Closing Date: Friday, May 6, 2022

To Apply: **Internal applicants**, which are **current Pioneer employees**, must apply online at ptci.applicantpro.com/internaljobs/. First time applicants must initially create an account by completing the fields in the "Apply Now" box. Once an account has been created, applicants will "Login" to apply for additional openings and to view account information. All online submissions must be received by midnight, Friday, May 6, 2022.

NOTE: Full-time employees must be in their current position for six (6) months before they can transfer to another position within the company.

We are also accepting outside applications.

*****External applicants** must apply online at GoPioneer.com by clicking "Career Opportunities".

Essential Job Functions:

- Supervises department personnel by assigning and ensuring quality of work, handling personnel issues, scheduling resources and monitoring workflow to ensure its timely completion.
- Provides support to management on the handling of employee relations, performance and talent management and sensitive employment decisions by directing and overseeing employment related activities including but not limited to compensation, benefits, and leave; occupational health and safety; recruiting, hiring, orientation; employee investigations and disputes, disciplinary actions and terminations while ensuring legal compliance affecting employment.
- Develops, maintains, reviews and updates job descriptions, wage compensation plan, and Affirmative Action Plan.
- Oversees maintenance of accurate and complete personnel files and ensures rules concerning confidentiality are followed.
- Evaluates departmental performance and adjusts in daily operations to ensure goals and objectives are met.
- Assists in developing and reviewing the Employee Policy Manual and Safety Manual in accordance with laws and regulations.
- Creates and maintains a work environment that encourages positive employee relationships within the division and other departments to establish a climate of openness and trust.
- Monitors trends in workforce and labor market for impact on staffing needs.
- Confers with upper management about budgeting, planning, implementing, and reviewing strategies to meet overall goals and objectives.
- Communicates company goals and provides training, guidance, support, and direction to managers and employees to ensure work is performed in a timely, efficient, and knowledgeable manner.
- Exemplifies dependability standards through adherence to timelines and schedules.
- Commits to performing job duties in a manner that ensures a safe work environment.
- Willingly and cooperatively performs other related duties as assigned by management.

Direct Reports:

- HR/Payroll Administrator
- HR/Payroll Representative
- Safety Engineer
- Assistant Safety Engineer
- Employee Benefits Coordinator
- Employee Benefits Representative

Minimum Qualifications:

- BS in Business or a related field preferred.
- Professional Human Resources certification (PHR) or SHRM Certified Professional (SHRM-CP) or higher preferred.
- Five years related experience and/or training.
- Must maintain a good driving record and a valid driver license.

Knowledge, Skills and Abilities:

- Strong knowledge of Human Resources and management principles and practices, includes but not limited to compensation, benefits and occupational health and safety.
- Thorough knowledge of local, state, and federal employment laws and regulations.
- Strong supervisory and leadership skills to lead, coach and motivate employees to achieve top levels of performance and meet or exceed overall goals and objectives.
- Strong knowledge and understanding of company products/services, policies, and procedures.
- Strong presentation, verbal, written, and listening communication skills.
- Ability to handle sensitive and stressful situations in a professional, courteous, and confidential manner and achieve optimum results.
- Excellent interpersonal and negotiation skills including the ability to conduct investigations and resolve conflict.
- Ability to adapt to the needs of the organization and employees.
- Excellent time management skills with the ability to meet deadlines and prioritize tasks, delegating them when appropriate.
- Ability to prioritize, organize and work on multiple projects.
- Analytical and problem-solving skills
- Proficient in operating a personal computer and software applications pertaining to job function, including but not limited to Microsoft Office 365, specifically Excel and Word, and Adobe Acrobat.
- Ability to create a team environment, foster a positive atmosphere and sustain employee morale.
- Ability to read and interpret various formats of English language instruction.
- Ability to maintain strict confidentiality guidelines in accordance with company policy.
- Able and willing to continue business skill development by attending training away from home for an extended time frame.

Physical Requirements:

- Sitting or standing for long periods, walking, finger dexterity, feeling, repetitive motions, talking, hearing, and visual acuity including close vision.
- Occasional lifting up to 20lbs.
- May be required occasionally to stoop, bend, or kneel.

(Note: Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions and physical requirements.)