



**Title of Job** Vice President Human Resources

**LOCATION:** Carpinteria, CA or St. Louis, MO

**Posted:** September 2008

**SUMMARY:**

The Vice President reports to the CAO. The Vice President will have lead responsibility for directing all HR activity within the company. The position is responsible for directing approximately 45 HR professionals through 7 direct reports to ensure strong partnering with the leaders of operations and corporate. The Vice President and the team will provide guidance and service in the areas of staffing, employee relations, compensation, communications, health and welfare plans and HRIS.

**RESPONSIBILITIES:**

- Structure appropriate compensation plans and incentives to support the strategic objectives of the company. It is critical that the compensation program be competitive and equitable and in keeping with the company's compensation philosophy.
- Maintain a highly qualified human resources staff that will be responsive to the needs of the company.
- Advise the executive team on all significant matters pertaining to human resources trends as they affect the company. This includes employment, compensation and benefits, changes in laws and regulations affecting employees.
- Maintain overall supervision of the company's recruitment activities that is responsive to the needs of the company and assures compliance with EEO regulations.
- Ensure established policies and procedures are communicated and implemented throughout the company and they are modified, as necessary to remain relevant to the needs of the company.
- Develop and maintain a sophisticated human resources management information system (HRIS).
- Develop and control budgets within areas of responsibility.
- Establish and implement short- and long-range departmental goals, objectives, policies, and operating procedures.

HR STRATEGY AND DEVELOPMENT

- To establish and protect the HR philosophies of the brand, determining the values and guiding principles to be adopted.
- To develop an HR strategy aligned to the business plan defining the direction of the people agenda.
- To devise and implement policies, processes and practices which govern how people are attracted, selected, inducted, managed, recognised and compensated.

TEAM & TASK

- To lead and manage the Human Resources teams to provide proactive business support contributing to company performance.

- To ensure the department operates in line with legislation and strives toward best practice.
- To establish and implement short- and long-range departmental goals, objectives, policies, and operating procedures.

**REQUIREMENTS:**

- Ability to administer and monitor compensation and benefit programs to ensure regulatory compliance and competitive advantage.
- Knowledge of federal, state and local employment and wage and hour laws and regulations.
- Must possess a strong customer mindset and service orientation.
- Strong generalist skills, with extensive experience in employee relations and HR Strategy.
- Ability to build relationships and function effectively at the most senior management level.
- Ability to take initiative, and willing to roll up their sleeves when appropriate.
- Must bring teams together and be a team player, as well as must be able to quickly understand the business and the corporate nuances and be viewed as an HR leader.
- Ten year's experience in Human Resources.
- Seven to ten years of management experience in a leadership role with multi-site environment at a corporate level.
- Ability to tackle and assess situations to determine the importance, urgency and risks and make clear decisions timely and fact based.
- Knowledge of computerized information systems uses in HR applications (HRIS).
- Background and familiarity within the restaurant/hospitality field.
- Strong planning and analytical skills.
- Strong verbal and written communication skills.

**EDUCATION:** A Bachelor's degree in Human Resources is preferred.

**SALARY: Commensurate with experience**

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