

Position Specification

Confidential

Vice President, Human Resources

The Company

Our Client, is an oilfield services company that specializes in the transportation management of fluids and proppant and is a leader in the oilfield services industry.

The Position

Location

Dallas / Fort Worth area

Position Mission

The Vice President, Human Resources will be key business partner and executive management team member and be responsible for developing, implementing, and coordinating all areas of human resources.

This includes policies and programs covering all human resources regulatory compliance, compensation and benefits design and administration, recruitment, on-boarding, training/professional development, human resources consulting, HRIS, internal communications and employee services. The Vice President will originate human resource policies and practices which will provide a balanced program throughout all locations of the company.

Reporting Relationship

The Vice President, Human Resources will report directly to the Founder and Co-Owner who is responsible for all administrative areas of the company. The successful candidate will be a member of the executive management team and interact with company's ownership group. This position currently is responsible for a team of five human resources and support staff members. It is anticipated that this team will grow significantly over the next 12 months. Additionally, this position will be responsible for representing the company to outside parties such as governmental regulators, industry and trade groups, vendors, customers, etc. This role will interact across all the functional areas and all levels of the company.

Travel

Approximately 25% travel is anticipated with this role.

Overview

The Vice President, Human Resources will provide strategic leadership, vision and direction for the management of human resources function for the company. This individual will be a member of the executive team and will create and enhance the human resources processes, systems and activities in support of the Company's strategic objectives and employment brand. The role encompasses the human resources functions of recruiting, retention, performance management, resource management, human resources departmental budget, succession planning, employee relations, compensation and benefits, total rewards, human resources analytics/dashboards, wellness and diversity. This person must achieve success in all these areas while ensuring their customers (employees and ownership) are satisfied and these tasks are completed in a cost-effective manner. The company's desire is to continue to develop and enhance a human resources function that will be proactive and strategic, elevate itself beyond a traditional personnel/transactional function, and support the company's continued growth strategy.

Responsibilities

Duties and Responsibilities include the following:

- Oversee daily functions of the recruitment, retention and training and development.
- Develop unique programs and company brand awareness in order to attract top talent.
- Prepare communications in an effective and positive manner, advising drivers, location managers and staff members of all corporate policies and procedures.
- Working closely with the other members of the senior team and operational leaders to understand people needs in the short, medium and long-term and ensuring that they are effectively met.
- Design and implement programs to ensure employee and leadership development is taking place at all levels of the organization in support of organizational objectives.
- Architect and implement a strong and effective short-term incentive program which will incentivize team members to hit both personal and organizational goals and objectives.
- Administer employee benefit programs, including health and welfare plans, qualified plans, holidays, vacation and sick time.
- Write and deliver presentations to other executive management committee members and / or government officials regarding policies and practices.
- Direct the performance management process (job specs/requirements, review process, staff ranking, individual development plans, compensation, promotions and recognition, etc.).
- Oversee the analysis, maintenance and communication of records required by law, local governing bodies or by other departments in the organization.
- Prepare reports, design and implement programs to reduce absenteeism and turnover.
- Maintain EEO compliance and reporting.
- Represent the organization at any governmental hearings and investigations.
- Work with legal counsel to ensure that policies and procedures comply with state and federal laws.
- Oversee labor relations activities as it relates to upholding Company's harassment and discrimination policies and directives.
- Develop and maintain a human resources information system that meets the company's informational needs.

- Prepare forecasts and budgets to project workforce and business needs.
- Handle employee needs such as, relocation, insurance and cultural diversity programs.
- Serve as role model to subordinates. Achieve desired results through effective leadership and appropriate influence while leading by example.
- Establish and maintain effective work standards.
- Direct training and development activities through internal / external program assessment and prudent management of expertise and resources.
- Serve as corporate human resources regulatory coordinator; define scope of and develop human resources regulatory policies and plans, implement, administer and monitor effectiveness of such plans; investigate potential problem areas and implement corrective measures as necessary.
- Act as internal and external company spokesperson on matters such as policies, EEO, and employee recognition/employee relations.
- Maintain liaison with all non-corporate locations to ensure that continuity and consistency are maintained regarding policies and practices throughout the corporation.
- Assessing on an on-going basis industry trends/similar operations to ensure the company stays ahead of issues (salary and benefit competitiveness, rewarding work environment, safety/regulatory, health/wellness, etc.).
- Act as a strategic business partner to the executive management team and perform special projects work.
- Ensure alignment of the human resources functions (as well as projects, programs, and strategies) with the overall corporate strategy and vision.
- Other duties as assigned.

The Candidate

Education

A Bachelor's degree in business, human resources or equivalent. Advanced degree in management and/or human resources designation(s) [i.e. – PHR, SPHR, GPHR] would be preferred.

Professional Qualifications

- Respected human resources leader with a minimum of 15 years of progressive human resources experience and at least 10 years of human resources leadership experience (no micro manager types).
- A strong human resources generalist/business partnership background and current knowledge of emerging human resources regulations, trends and practices.
- Ideal candidates will have supported a high growth organization and have experience as a change agent who has driven “transformational” change throughout an organization.
- Significant experience and understanding of human resources regulatory requirements and experience representing an organization to regulatory authorities.
- Proven track record of aligning human resources goals and objectives to that of the overall organization.
- Ability to speak Spanish would be seen as a positive.

- A background in oilfield services, trucking/logistics, industrial or other services businesses would be desirable.
- Experienced in helping to build an organization which is both flat and people intensive.
- Previous success in building a strong and well-functioning human resources team.
- Strong knowledge in the areas of compensation and benefits including designing and implementing short-term and long-term incentive plans.
- Demonstrated ability to bring process, structure and clarity without instituting bureaucracy or slowing the organization's momentum or adversely affecting the company's entrepreneurial and family-oriented culture.
- Ability to quickly, assertively and effectively manage the human resource team and making appropriate changes fairly and without undue hesitation.
- Well-connected in the human resources world, which will allow this person to attract world-class human resources talent.
- Provided solutions to employee-related challenges while maintaining a balance between acting as an employee champion and actively upholding the mission of the organization.
- Strong knowledge of HRIS, and the use of technology to enhance the company's human resources function and give the company a strategic advantage over the competition.
- A strong understanding and appreciation for the importance of safety.
- Ability to utilize from a human resources perspective the experience and knowledge of corporate objectives, policies, procedures and standards, as well as understanding of their impact on the company is required.
- Strong problem solving and consulting skills: The ability to partner effectively with other senior leaders to understand needs and deliver programs that meet and/or exceed expectations; an individual who is customer-focused, proactive and responsive.
- Superior intellect: a combination of mental flexibility, creativity, conceptual ability and judgment. Someone who deals effectively with strategic issues, as well as detailed, hands-on (no ivory tower types) and tactical activities.
- Strong interpersonal skills: a good listener with a natural, effective consultative style. Someone who is sought out for their opinions and counsel and who can forge and maintain close relationships, both internally and externally.
- A highly motivated, creative, transparent and energetic team player that contributes to an atmosphere in which people work together, enthusiastically and effectively, in producing outstanding results.
- Someone who seeks to understand others and is politically and culturally aware; able to influence others, provide conflict management, drive collaboration, cooperation and team building.
- Previous experience in a multi-locational business.
- Ability to work independently and prioritize responsibilities.
- Someone who will advocate for the drivers.
- Must be decisive yet nimble and be able to operate in a fast-paced environment and be solutions-oriented.
- Experience in contract negotiation.
- Strong project management skills with a proven ability to manage large projects, ensuring milestones are met, while being accountable to stakeholders and keeping the human resources team accountable as well.

- Possesses the ability to think strategically and tactically while continually seeking business process efficiencies.
- Effective oral, written and presentation skills—must be a strong and effective communicator.
- Someone who truly values the employees of the organization.
- Results-focused and action-oriented—must not be a “yes” person.
- Must possess a servant-leader management style and a strong executive presence.
- Highly intelligent individual who thinks “outside the box” and analytical. Must be able to “check their ego at the door” (humble) and be willing and able to roll-up sleeves to make things happen.
- Ability to generate company-wide support for corporate programs.
- Demonstrated ability to wear many hats at the same time.

To learn more about this opportunity or provide a confidential referral, please contact:

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