

Job Title: Assistant Vice President,
Human Resources **FLSA:** Exempt

Department: Human Resources **Grade:**

Reports To: Chief Legal Officer

JOB SUMMARY

The Assistant Vice President, Human Resources is responsible for creating and implementing HR and organization development strategy, planning, and delivering work that maintains the total human resource function. Other responsibilities include oversight of the administrative activities of the MNAA, including interpreting policies, developing procedures and instructions, and assisting MNAA managers/supervisors with HR-related problems.

ESSENTIAL JOB RESPONSIBILITIES

- Plans, schedules, and completes work that supports the total human resource function.
- Develops organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives.
- Assists MNAA leader's efforts to understand HR procedures and instructions to resolve employee relations issues.
- Maintains, shares and communicates, and interprets policies and practices in a format that meets current local, state and federal laws and regulations.
- Oversees administrative activities of the MNAA.
- Develops human resources operations financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.
- Creates total rewards strategy for the MNAA and oversees administration of benefits such as life insurance, employee assistance programs, pension, deferred compensation, disability insurance, unemployment expense, and leave programs.
- Develops, recommends, and implements HR policies, procedures, and instructions.
- Establishes and maintains the development of HR goals, objectives, and systems.
- Establishes and oversees maintenance of HR measurements that support the accomplishment of the MNAA's strategic goals.
- Manages the employee classification system and salary plan.
- Responsible for maintaining the integrity of the HR database.
- Reviews Affirmative Action Plan (AAP) issues, programs, reports and works with MNAA legal counsel on compliance issues.
- Follows all safety regulations.
- Supports MNAA's commitment to its culture and values, including integrity, service, teamwork, and innovation.
- Assigns job duties and monitors job performance of staff.
- Conducts annual salary reviews and leads bi-annual salary studies; uses results to make salary recommendations.
- Oversees the activities of employee benefit insurers, consultants, and actuaries.
- Monitors and reports on the effectiveness of HR plans and policies.
- Performs other duties as assigned.

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KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS

- **Human Resource Regulations:** Knowledge of federal, state, and local human resources regulations.
- **Human Resources:** Knowledge of principles and strategies for talent acquisition, employee development, compensation and benefits, labor relations and negotiation, and HR information systems.
- **OSHA Regulations:** Knowledge of state and federal Occupational Safety and Health Administration (OSHA) regulations.
- **Human Resource Strategy:** Knowledge of the strategic philosophy involved in developing human resources initiatives that are aligned with and closely linked to business objectives.
- **Analytical Thinking:** Skill in analyzing information and using logic to address work-related issues and problems.
- **Communication:** Skill in communicating effectively at all levels of the organization and with stakeholders, both orally and in writing.
- **Computer Use:** Skill in using a personal computer, the internet, Microsoft Office and other HR-related software.
- **Confidentiality:** Skill in exercising sound judgment and discretion in the handling of sensitive documents and issues.
- **Relationship Building:** Skill in establishing and maintaining effective and professional working relationships with others.
- **Supervision of Staff:** Skill in coaching and managing others, including planning work, providing direction, and supporting staff.
- **Creative Problem Solving:** Skill in conceptualizing and developing imaginative, workable solutions to problems.
- **Presenting:** Skill in developing and delivering presentations, both oral and written, to groups of varying size.
- **Researching:** Skill in conducting research, including identifying research questions, planning research, gathering data, analyzing data, and interpreting results.
- **Written Comprehension:** Ability to read and understand information and ideas presented in writing.
- **Written Expression:** Ability to use words and sentences in writing so others will understand.
- **Deductive Reasoning:** Ability to apply general rules to specific problems to come up with logical answers.
- **Inductive Reasoning:** Ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Attention to Detail:** Is careful about detail and thorough in completing work tasks.
- **Service Orientation:** Actively looks for ways to help people.

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OTHER REQUIREMENTS

Fiscal Responsibility

May be responsible for department-wide financial decisions, linking budget requests to department goals.

Supervisory Responsibility

Manages a division, evaluating effectiveness and establishing organizational goals.

Freedom to Act

Uses own judgment and requests supervisory assistance only when necessary.

Collaboration

Interacts both internally and externally to make decisions for policy development and implementation.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Primarily performed in an office environment.
- Requires occasional standing and reaching. Requires continuous sitting, repetitive movements, fine dexterity, grasping, balancing, hearing, and talking.
- Requires occasionally working on tedious/exacting tasks. Requires frequently changing tasks and multi-tasking. Requires continuously working on a team.

MINIMUM QUALIFICATIONS

Education	Experience	Licenses/Certifications
Bachelor's Degree in human resources management or related field required.	Ten years of related experience required.	Driver's license and Security Identification Display Area (SIDA) clearance required once employed.

PREFERRED QUALIFICATIONS

Education	Experience	Licenses/Certifications
Master's Degree in human resources management, business administration, or related field preferred.	Ten years of related experience preferred.	SHRM-SCP or SHRM SPHR



Metropolitan Nashville
Airport Authority™

METROPOLITAN NASHVILLE AIRPORT AUTHORITY JOB DESCRIPTION



Metropolitan Nashville
Airport Authority™

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***Disclaimer:** This job description is meant to reflect the general nature and level of work being performed. It is not intended to be construed as an all-inclusive list of job requirements; other duties as assigned may be required. This job description does not restrict management's right to revise or change job duties as the need arises.*

Approval: Manager's Signature

Date

Approval: Human Resource's Signature

Date