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|  | **Human Resources & Safety**General Roles & Guideline |
|  | * *Leadership*
 |
| **Vice President of****HR**  | Responsibilities |
| **Jackie Tangeman** **937-254-3235 ext. 239****jtangeman@msdinc.net** | * Culture Programs
* Employment Law/Conflict Resolution: Employment Issues, Concerns, and Terminations
* Leadership Training Programs
* Legislative and Financial Risk: Managing and monitoring exposure while minimizing legislative and financial risk to the organization
* Organizational Design: 9-Box, Change Management, Salary Benchmarking, and Succession Planning
* Participating in the company’s organizational design and serving in an advisory capacity to develop a sustainable organization
* Policies, Programs, and Guidelines: Ensuring the company’s employment practices and programs are efficiently managed and supports the requirements of the managers, supervisors, and team members
* Security System: External/Building Security Codes
* Strategic Planning: Creating and implementing systems/processes for attracting and retaining the right talent and developing organizational-wide knowledge and skills required to execute the company’s strategy and operating plans
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|  | * *Administration: Corporate & Human Resources*
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| **Administrative Specialist** | * Responsibilities
 |
| **Miranda Dooley****937-254-3235 ext. 221** **administration@msdinc.net** | * Assist/Greet All Clients
* Award Programs
* Annual Corporate Events & Luncheons/Meetings
* Mail/ Fax Distribution (Postage Meter Service)
* Office Supplies (Inventory/Order)
* Security Systems: Internal - Building Card Access/Office Keys
* Special Project
* Sponsorship Program: (4H, Boy Scouts, Girl Scouts, & Sports Teams)
 |
|  | * *Education & Training*
 |
| **Operations Education & Training Manager** | Responsibilities |
| **Randy Rose****Phone: 937-681-7136****erose@msdinc.net** | * Education of Operational Team Members, such as Apprentice, Foreman, Journeyman, and Service Technicians
* Overall Planner with follow-up meetings regarding specific planned and active educational sessions
* Monitors educational progress by meeting with each individual Trainee to ensure the training goals are being achieved
* Coordinators with key internal and external client personnel to understand educational budget and time
* Coordinates and selects the proper trainers both internally and externally.
* School Programs Sponsor and Advisory Member (ie. Clark State, GCCTC, MCCTC, Stebbins HS, Etc.)
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| **Instructors** | Responsibilities |
| **Tim Evans****Phone: 937-272-9339****tevans@msdinc.net****Plumbing Instructor MSMU** | * Provides educational instruction to students in classroom and lab setting in alignment with NCCER and DOL State guidelines
 |
| **Apprenticeship Program Coordinator MSMU** | Responsibilities |
| **Miranda Dooley****937-254-3235 ext. 221** **administration@msdinc.net** | * Apprentice Program Primary Administrator: Enrollment, Testing, and Hour Posting Report (All Students with the last name beginning with A through R)
* Awards Program
* Compliance Reporting: Maintaining accurate and timely filing of required reporting for state and federal compliance regarding the Apprentice Program (ie. I-29, Apprentice Hours, Certification of Verification, Certification of Compliance, and PW Contributions, etc.)
 |
| **Sharon Baber****937-254-3235 ext. 250** **sbaber@msdinc.net** | * Apprentice Program Secondary Administrator: Enrollment, Testing, and Hour Posting Report (All Students with the last name beginning with S through Z)
 |
| **Education Program/ Continued Education:** | Responsibilities |
| **Miranda Dooley****937-254-3235 ext. 221** **administration@msdinc.net** | * Enrollment/Registration, Tracking: Attendance/GPA, and Reimbursements
* College/Universities & Trade Schools: CTC (GEDs), Wright State, Sinclair, Universal College (On-Line Program), University of Dayton, etc.
* OVABC: Ohio Valley American and Builders Contractors
* Sales Training: ACCA, Sandler
* Seminars/Workshops: Fred Pryor/Skill Path
 |
|  | * *Employee Development & Engagement*
 |
| **HR Business Partner**  | Responsibilities |
| **Sharon Baber****937-254-3235 ext. 250****sbaber@msdinc.net** | * Benefit Programs: 401K, COBRA, Dental, FLMA (Family Leave Medical Act), Health, Life, STD/LTD (Short/Long Term Disability), RTW (Return to Work Forms), Vision - (All Team Members except Special Projects & MFOB)
* Benefits: Wellness Programs
* Compliance Notice Distribution & Training: Diversity, EEOC, & Harassment
* Compliance Reporting: Maintaining accurate and timely filing of required reporting for state and federal compliance regarding Employee Programs (ie. ACA, DOL, EEOC, Vets. Etc.)
* COVID Employee Point of Contact (POC) for Processing RTW
* Drug Testing: Job Site Visits/ Job Transfers as Required by GC Contracts
* HR Portal (HR S: Drive File Structure)
* HR Tool Talks & Leaders Training
* On-Boarding/Out-processing: (All Team Members except Special Projects & MFOB)
* Policies, Programs, and Guidelines: Ensuring the company’s employment practices and programs are current (distribution/published on Portal & required sites) to all Team Members
* Reviews/Performance Management Systems Project - (All Team Members except Special Projects & MFOB)
* Team Member Email Password Inquiries
* Team Member (All Team Members except Special Projects & MFOB) Profile and Payroll Maintenance System Changes: Address Changes, Salary Change, School Taxes, Title Changes, Tool Purchase, Insurance, Etc.
* Transfers/Promotion (All Team Members except Special Projects & MFOB): Assessment and Kick-Off Notices
 |
| **HR Business Associate** | Responsibilities |
| **Brittney Cline** **937-254-3235 ext. 270****bcline@msdinc.net** | * Benefit Programs: 401K, COBRA, Dental, FLMA (Family Leave Medical Act), Health, Life, STD/LTD (Short/Long Term Disability), RTW (Return to Work Forms), Vision – (Special Projects & MFOB)
* Career Path Development (All Team Members): Delegation Models, Career Path Road Maps, Job Description Creations/Updates, On Board Training/Plans, and Readiness Models
* On-Boarding/Out-processing: (Special Projects & MFOB)
* Reviews/Performance Management Systems Project: (Special Projects & MFOB)
* Team Member (Special Projects & MFOB) Profile and Payroll Maintenance System Changes: Address Changes, Salary Change, School Taxes, Title Changes, Tool Purchase, Insurance Etc.
* Transfers/Promotion (Special Projects & MFOB): Assessments and Kick-Off Notices

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|  | * *Recruiting*
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| **Recruiting Coordinators** | Responsibilities |
| **Brittney Cline** **937-254-3235 ext. 270****bcline@msdinc.net** **or** **careers@msdinc.net** | * Responsible for: All Candidates Status
* Agencies: Office and Skill Trades Agents
* Employee Referral Program
* Job Fairs
* Recruiting Activities (Oversees Newton Software Implementation/Training)
* Recruiting/On-Board Activities: Opening Job Requisitions, verification of candidate information, scheduling interviews, assessments, and sending offer letters. Once hired scheduling on-boarding activities/sending kick-off notices for items such as but not limited to: Equipment Orders, Email/File Set-Up, and Internal Training Schedules
* School Programs Sponsor and Advisory Coordinator (ie. Clark State, GCCTC, MCCTC, Stebbins HS, Etc.)
 |
| **Phil Smith** **937-673-5087****psmith@msdinc.net** | * Responsible for: Apprentice and Co-Ops Candidates
* Job Fairs
* Keynote Speaker
* Recruiting Activities: Opening Job Requisitions, verification of candidate information, scheduling interviews, assessments, and sending offer letters
* School Programs Sponsor and Advisory Member (ie. Clark State, GCCTC, MCCTC, Stebbins HS, Etc.)

  |
|  | * *Safety*
 |
| **Safety Manager** | Responsibilities |
| **Phil Smith** **937-673-5087****psmith@msdinc.net** | * Accident Reporting/ Near Miss (Job Sites: Construction & Service)
* Contract Reviews/Approvals
* COVID Program
* Drug Free Safety Program (New Hire, Accident, and Random)
* Job Site Inspections/Visits & Reporting (Job Sites: Construction & Service)
* Safety Compliance Reporting (State & Federal Level)
* Safety Programs: AHA (Hazard Analysis), JSA (Job-Site Safety Analysis), Safety Committee, Safety Employee Recognition, Workers Compensation, etc.
 |
| **Safety Coordinator** | Responsibilities |
| **Vicki Dix****937-254-3235 ext. 231**vdix@msdinc.net  | * Accident Reporting/ Near Miss (4401, Bower, MFOB, & Warehouse)
* Annual Safety Training Programs
* HR Portal (HR S: Drive File Structure)
* Job Site Inspections (4401, Bower, Manufacturing, Prefab, & Warehouse)
* LOTO (Lock Out Tag Out) Program
* P.I.T. (Powered Industrial Truck/Forklift) Training & Policy
* Safety – New Hire Onboarding/Out-Processing
* Safety Programs: 1st Aid/CPR, Safety Committee, etc.
* Safety Supplies: Inventory/Ordering (ie. PPE (Personal Protection Equipment - Gloves, Glasses, Hard Hats, Harnesses, Safety Vests, Etc.)
* Training & Certifications: OSHA, BWC Accident Analysis, etc.
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