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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**](mailto: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 |
|  | | * *Administration: Corporate & Human Resources* |
| **Administrative Specialist** | | * Responsibilities |
| **Miranda Dooley**  **937-254-3235 ext. 221** [**administration@msdinc.net**](mailto: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**](mailto: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.) |
| **Instructors** | | Responsibilities |
| **Tim Evans**  **Phone: 937-272-9339**  [**tevans@msdinc.net**](mailto: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**](mailto: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**](mailto: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**](mailto: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**](mailto: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**](mailto: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 |
|  | | * *Recruiting* |
| **Recruiting Coordinators** | | Responsibilities |
| **Brittney Cline**  **937-254-3235 ext. 270**  [**bcline@msdinc.net**](mailto: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**](mailto: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**](mailto: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](mailto: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. |