



<b>Job Title:</b>	Director of People	<b>Position Type:</b>	Full Time
<b>Location:</b>	Sheridan, WY	<b>Date Posted:</b>	September 10, 2024
<b>Level/Salary Range:</b>	\$75-\$115K, DOE	<b>Posting Expires:</b>	When filled
<b>Other Requirements</b>			

#### Submission Information:

Kennon is an equal opportunity employer and will seriously consider every qualified applicant interested in joining our growing team. Please apply through our webpage: <https://kennonproducts.com/careers/>

Questions or accessibility issues may be directed to: [recruiting@kennoncovers.com](mailto:recruiting@kennoncovers.com)

#### Job Description:

##### JOB PURPOSE

Kennon's Director of People will plan, direct, and coordinate policies and activities of Human Resources (HR), ensuring legal compliance. This role will effectively engage, strengthen, and deploy Kennon's people-centric culture of ownership in the implementation of the organization's vision, mission and strategy. The Director of People will support Kennon's commitment to its employee owners – to foster an environment of thriving individuals, where worth and resilience are cultivated and celebrated – and guide efforts in recruiting, retaining and developing talent.

##### JOB DUTIES/RESPONSIBILITIES

- Collaborate with senior leadership to understand the organization's goals and strategy, particularly related to organizational structure, staffing, recruiting, and employee development.
- Monitor and ensure the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; Review and modify policies and practices to maintain compliance.
- Plan, develop, coordinate, and implement policies, processes, training, initiatives, and surveys to support organizational effectiveness.
- Administer and/or oversee the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters, disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Identify staffing and recruiting needs; Develop and execute best practices for efficient and effective hiring. Coordinate interviewing and applicant communications, and onboarding for a "best first day" experience.
- Conduct research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS) or talent management system. Recommend solutions and continuous improvement efforts to Senior Leadership.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; Apply knowledge to communicate changes in policy, practice, and resources to Senior Leadership.

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- Guide and support effective communication, participating when appropriate following communications and reporting escalation flowchart (empower others in direct, candid, and professional communications and documentation independently).
- Participate in 3-year initiative "Engaged and Committed People in the Right Seats - Nothing Less": Support organizational re-structure including drafting job descriptions with clear expectations. Guide transitions and development of staff.
- Guide performance evaluations in structure, content, and cadence to optimize value of performance reviews for both employees and supervisors. Drive organizational clarity in expectations, meaningful feedback, and accountability.
- Monitor industry pay standards, support competitive pay increases and standards internally.
- Coordinate training and compliance activities; Document and report as required. Seek grant funding and external support to grow and progress staff competence.
- Prioritize and support a safe and healthy workforce; Participate in Safety Committee. Contribute Kennon's internal initiative to be informed, educated, and influential leaders in mental health awareness and suicide prevention to improve the lives and futures of our employees, our families, our community, and our state.
- Support, live, and lead our core values; Propose and participate in culture building activities. Practice servant leadership.
- Perform other duties as required.

#### **MINIMUM QUALIFICATIONS & REQUIREMENTS**

- Excellent communication skills.
- Operates with integrity, practices discretion and confidentiality; Trustworthy.
- Strong interpersonal and negotiation skills.
- Organizational skills and attention to detail.
- Efficient time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to adapt to the needs of the organization and employees.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Google Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems (Rippling).

#### **PREFERRED QUALIFICATIONS & REQUIREMENTS**

- Bachelor's degree in Human Resources, Business Administration, or related field; Master's degree preferred.
- At least five years of human resource management experience.
- SHRM-CP or SHRM-SCP highly preferred.

#### **ABOUT KENNON**

Kennon Products has a forty-year history of proudly designing and manufacturing quality products that protect high value assets. Founded in 1984 to provide general aviation products, Kennon has grown into a multi-faceted company with international sales. We lead with cutting edge research and development, utilization of advanced materials and composites, and delivery of diverse product lines that include: preservation of private, commercial, and military aircraft integrity; safety in behavioral health; and life-protection for our service men and women. Our success has come through consistently providing innovation, ensuring superior design, and maintaining our commitment to quality.

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