

General Dynamics  
Land Systems  
Human Resources Site Lead

- Requisition Number: 1260
- Position Type: Full-Time Regular
- Relocation Provided: Yes
- Department: Scranton Human Resources - L1080 (Indirect)
- Location: SCRANTON (LSCRA)
- Education Required: Bachelors Degree
- Experience Required: 7 - 10 Years

Position Description:

The selected candidate will be a strategic HR business partner and member of the General Dynamics Land Systems (GDLS) Scranton Plant Leadership Team. He or she will proactively support internal customer organizations in labor and employee relations, staffing, compensation, performance management, training, and all other HR disciplines. He or she will also serve as the primary Company spokesperson responsible for dealing with the local union at a represented facility.

Responsibilities of the position include the following:

- Support and coach management with respect to key HR processes such as labor and employee relations, performance management, staffing, compensation, affirmative action and EEO programs, organizational development, and employee learning and development.
- Provide labor relations support for negotiations, local agreements, grievance handling and contract administration.
- Develop and maintain an effective working relationship with local union leadership in order to successfully resolve shop floor and contract administration issues.
- Interpret policies and procedures and provide policy guidance in a consistent manner to managers and employees.
- Facilitate the resolution of complex employee concerns including discipline if appropriate. Counsel management on corrective actions ensuring consistency and adherence to company policies.
- Support on-campus recruiting, intern/ co-op programs.
- Conduct new-hire orientation as well as exit interviews.
- Ensure compliance with local, state and federal policies, regulations and laws.
- Proactively develop programs to positively affect retention and morale.
- Interact closely/positively with other HR representatives to achieve departmental goals and objectives in a team environment.
- Report and analyze a variety of HR Metrics.

Position Requirements:

- Must have Bachelor's degree, preferably in Business, Human Resources, or a related discipline. Master's degree and/or HRCI certification (PHR/SPHR) is a plus.
- Seven (7) or more years of HR Generalist experience is preferred.
- Must have demonstrated proficiency in a wide variety of HR competencies such as labor

relations, organizational development, training and development, employee relations, staffing, performance management, compensation, affirmative action, and others.

- Must have demonstrated proficiency in working with unions at represented facilities, and successfully resolving complex shop floor issues.
- Must be able to conduct salary analysis and make recommendations for new hires, merit, promotions, equity adjustments and other salary transactions.
- Must effectively portray professional, customer service oriented, and interpersonal skills and the ability to work at all levels of the organization.
- Must be able to effectively balance the role of employee advocate and management advisor.
- Excellent verbal and written communication skills.
- Effective facilitation, negotiation, and conflict resolution skills
- Must have experience conducting employee investigations including proper documentation, interviewing witnesses, assessing situation, and providing recommendations with course of action as appropriate.
- Must have experience with internal and external recruiting including entry level openings and experienced positions. Must have experience with sourcing, conducting interviews, compensation analysis, offer process and on-boarding.
- Must have the ability to build strong relationships with individual employees and all levels of management.
- Must possess strong consultative and coaching skills
- Must have excellent analytical, planning and problem solving skills.
- Strong process orientation/ mind-set
- Demonstrated ability to work independently, take initiative, follow up on assigned projects and meet deadlines
- Must have excellent business acumen and be innovative and creative when resolving issues.
- Strong organizational and prioritization skills
- High degree of integrity and the ability to maintain confidentiality is required.
- Must be proficient with HRIS and PC applications, including MS Word, Excel, PowerPoint, Access, applicant tracking systems, as well as knowledge of Peoplesoft is a plus.
- Some travel may be required
- Must be able to relocate to the Scranton/Wilkes-Barre area

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply at:

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