

## Human Resource Specialist

Award winning ThunderCat Technology is a Service-Disabled Veteran-Owned Small Business (SDVOSB) that delivers technology solutions and services to government organizations, educational institutions, and commercial companies. Specifically, ThunderCat is a systems integrator that brings an innovative approach to solving customer problems in and around the datacenter by providing strategies for Data Storage, Networking, Cyber Security, and Cloud Transformations. A proven leader, ThunderCat Technology provides and optimizes technologies from best of breed manufacturers. Clients include DOD, HHS, DHS, VA, Treasury, FBI, State of Virginia, Hawaii Health Systems, and Avery Dennison. <http://www.thundercattech.com>

### Primary Responsibilities:

- Supports the functional areas of human resources including, but not limited to, recruiting and onboarding, training and development, performance management, personnel records, compensation and benefits, employee relations, retention and engagement, offboarding, EEO/AAP, leave management, investigations and special projects.
- Maintains compliance with federal and state regulations concerning employment.
- Develops and executes personnel procedures and policies, providing guidance and interpretation for business operations; takes a solution oriented, consultative role when working with the business.
- Suggest new procedures and policies to continually improve efficiency of the HR department and organization, and to improve the employee experience.
- Manages on-going policies, programs, and procedures to foster understanding of and improvement in management, supervisory or employee relations.
- Manage full cycle performance reviews and provide career planning and development counsel to employees and managers
- Develops/updates job requirements and job descriptions prior to posting jobs and complies with AAP requirements
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, employment law and Affirmative Action Plans
- Be an example for all in terms of ethics and compliance.
- Conduct yourself in a manner that is consistent with the Company's Code of Business Ethics and Conduct.
- Maintain ADP Workforce Now records and compile reports from database
- Maintain employee handbook and policies and procedures
- Assist the HR Director with employee relations matters and other duties as assigned

### Skills

- Experience with ADP Workforce Now and SharePoint.
- High ethical integrity and ability to keep information confidential is required.
- Excellent oral, written, and interpersonal skills.
- Previous experience working for a government contracting firm strongly desired.
- Self-starter and strong problem solving, and the ability to make decisions based on accurate and timely analyses
- High level of integrity and dependability with a strong sense of urgency and results-orientation
- Must be a U.S. citizen and be able to obtain and maintain a Personnel Security Clearance

### Education:

- A Bachelor's degree and 2 to 5 years of Human Resources experience, or equivalent work experience.
- Professional Human Resources certification (PHR) (preferred, but not required).
- Proficient skills in Microsoft Office Suite, specifically in: Word, Excel, Outlook, PowerPoint.
- Working knowledge of federal, state, and local labor regulations, including EEO, OFCCP, FLSA, ADA, ADEA, and Title VII.

*ThunderCat does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor." Equal Opportunity Employer: disability/veteran. The Affirmative Action plans are located in the HR office and may be reviewed by applicants and employees during normal working hours.*