



## Virgin Islands Public Broadcasting System

### Director of Human Resources

Location: St. Thomas, Virgin Islands  
Unclassified/Exempt Employee position

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The Virgin Islands Public Broadcasting System is in search of a candidate to fill our Director of Human Resources position. The successful candidate will be responsible for administering human resources policies, programs, and practices, including planning, organizing, developing, implementing, coordinating, and directing. Duties include formulating policies and procedures for the Human Resources Division and recommending policies and practices to senior management.

#### Duties and Responsibilities:

- Develops and administers various human resources plans and procedures for all System personnel. Plans, organizes, and controls all activities for the division. Participates in developing division goals, objectives, and systems.
- Evaluates reports, decisions, and results of division in relation to established goals. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of division and services performed.
- Stays current on recent federal, state and case law changes and monitors labor law updates and newsletter for changes that affect HR.
- Revises job descriptions and performance standards as necessary; conducts salary surveys and develops merit pool; analyzes compensation; monitors performance evaluation program and revises as necessary.
- Develops, recommends, prepares, publishes, and maintains personnel policies and procedures. Assists division heads in administering personnel policies and procedures.
- Develops and administers an effective recruitment program for all exempt and nonexempt personnel, student, temporary and contractual employees, develops and places all employment announcements/notices; coordinates interviews and assist with the final hiring process; processes all new employees and all change of status forms; conducts new-employee orientations; assist in employee relations counseling, outplacement counseling, and exit interviewing.
- Files EEO annually, maintains other records, reports, logs, and other requirements to conform to EEO, OSHA, Department of Labor, and other HR regulations.
- Tracks and assists in the resolution of worker's compensation and unemployment claims.
- Reviews Collective Bargaining Agreement and provides recommendations for changes to effect improvements in efficiency of the System.
- Counsels' division heads on disciplinary procedures, disseminates grievance correspondence, coordinates grievance panel nominations, hearings, and other related activities.
- Prepares, recommends, and maintains personnel records and reports and establishes procedures for controlling personnel transactions and reporting personnel data.

- Designs and updates personnel forms and directs the maintenance of personnel records by all divisions; and
- Conducts needs assessment, develops training curriculum, and conducts training sessions on various HR topics. Recommends training for division employees to ensure that they remain at industry standards.

**Qualifications:**

- Bachelor's degree and five (5) or more years of human resources experience in a management or supervisory role.
- In lieu of a degree, 10 years of human resources experience in a management or supervisory role; *or* any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the job.
- PHR or similar certification.
- Excellent written, oral, and interpersonal skills; and
- Computer literate in Microsoft Office.

Interested applicants should submit a cover letter, resume and three (3) current professional letters of recommendation to:

Virgin Islands Public Broadcasting System  
Attention: Marisol Garcia  
P.O. Box 808  
Christiansted, VI 00821  
mgarcia@wtjx.org

Application Deadline: Open until filled.

***Virgin Islands Public Broadcasting System is an Equal Opportunity Employer***