

JOB TITLE: People And Culture Coordinator

JOB SUMMARY: The People and Culture Coordinator role is responsible for administering and carrying out duties which help Envinity find, develop, and engage great team members. The responsibilities of this position must be carried out in a manner that supports our culture, core values, and inclusive employee-centric perspective. This position serves all Envinity locations as well as remote employees. The position requires experience with human resources administration, an understanding of local, state, and federal employment laws; and the ability to work in a fast-paced, ever-changing environment. Excellent verbal and written communications skills, and strong organizational skills are a must. Ideal candidates will have experience in the construction or engineering industries. This position will be based out of the State College office location. Periodic travel to satellite offices is anticipated. This position will also develop an action plan to improve and solidify HR processes over a 1-3 year period of time.

Essential Duties

Recruitment, Selection & Employment

- Develop and maintain up to date and accurate job descriptions for all Envinity positions
- Post positions, schedule screenings and interviews, screen candidates for select positions, participate in interviews as requested, including sharing within Envinity employees. Specifically tasked with screening candidates for culture-fit
- Generate offer letters and offer documentation
- Complete background and reference checking as required by position
- Conduct all employment related onboarding and orientation processes ensuring employees feel welcomed and valued on day 1
- Ensure all aspects of employee separation, whether voluntary or involuntary, are handled appropriately. This includes documentation, benefit discontinuation & COBRA administration, leave time upon separation, and unemployment compensation filings

Employee Engagement & Culture Reinforcement

- Serve as an open door advocate for employees to share input and feedback regarding their employment
- Share input from employees with the Leadership Team and others for the purpose of making changes to the work environment that meet employees needs and expectations, where practical
- Develop and implement programs and processes to assess and monitor employee engagement
- In conjunction with the Leadership Team, create and implement reward and recognition programs that reinforce both cultural/core value elements as well as performance metrics for individuals, teams, and the company
- In support of our culture of safety, participate in the Certified Safety Committee. Assume responsibility for tracking safety training and the committee's safety training requirements

Performance & Employee Development

- Establish and implement systems for employees and managers to engage in discussions about performance, growth, development, and expectations

- Establish mechanisms to reinforce and schedule frequent performance and coaching discussions and goal-progress reviews
- Serve as a coach to managers in carrying out performance discussions
- Serve as the people and culture representative during formal disciplinary processes, including separations
- Coordinate and track training, education, and certifications as needed for various roles
- Provide training programs for company-wide needs. Examples include communication, leadership, computer skills, etc.
- Assist managers in finding training resources when they identify specific training needs
- Manage the company's WEDNet training grant, as well as other grants or potential sources of training funds

Compensation, Benefits & Leave Coordination

- Evaluate compensation for competitiveness and internal equity. This should be done on a periodic, on-going basis
- Manage periodic reviews of individual employee compensation
- Administer any formal and informal bonus programs as directed by the Leadership Team, including assisting with the administration of the Employee Ownership Plan
- Administer and coordinate with benefits consultant on all employee insured benefit plans, including adding employees and dependents, making changes, and managing benefit plan payments
- Coordinate with benefits consultant on benefit discontinuation & COBRA administration
- Work with Envinity's insurance broker to ensure benefit programs are managed appropriately, and that annual open enrollment is completed timely and effectively
- Manage time off accruals and usage; partnering with payroll to ensure consistency
- Manage all aspects of FMLA and other leaves of absence. Ensure time off, FMLA and other leaves are coordinated with the person responsible for Worker's Compensation where applicable

Policy & Process Accountability

- Ensure Envinity's employee policies are up to date and are modified as the organization's needs change. Ensure management and employee input to the policies where advisable; and communicate changes proactively to the organization
- Monitor local, state, and federal regulations that may impact Envinity's policies; advise the Leadership Team and/or HR Committee of required changes as necessary
- Become the expert in any Human Resource Information System (HRIS) and employee systems or platforms available to Envinity. Use systems to improve efficiency and add functionality for employees. Teach employees how to use the systems. Make recommendations for new systems or upgrades as necessary
- Review employee files and establish systems to ensure they are accurate, up to date, and well maintained

Other Duties

- As this is a new position to Envinity, it is expected that the duties of this position will change and evolve over time. Other responsibilities may be assigned as needed

IDEAL CANDIDATE

Experience, Education and Credentials

- 3-5 years administering employee-related policies and programs
- Bachelor's degree in Human Resources, Business, or related field preferred; or additional applicable work experience (2-4 years)
- SHRM or HRCI certification a plus
- Track record of continual education or professional development

Knowledge, Skills, and Abilities

- Working knowledge of local, state, and federal employment laws. Knowledge of state and local laws for other Envinity locations/employee worksites also required
- Proficiency with HRIS, applicant tracking, or other HR Management platforms
- Proficient and extensive use of all Microsoft office programs including Word, Excel, Outlook, PowerPoint, and Teams
- Well versed in on-line virtual meeting applications such as Teams, Skype and Zoom
- Ability to make effective presentations and deliver training sessions; speaking/presenting in person and via virtual platforms a must
- Ability to communicate effectively both in writing and verbally

Critical Competencies

- Confidentiality
- Trust building
- Personal Accountability
- Collaborative, team player
- Problem solver and Idea generator
- Positivity and optimism, blended with a sense of practicality

Mental and Physical Requirements

- Work is primarily indoors in an office environment, but periodic visits to project sites to engage with employees is expected
- Ability to use a computer, keyboard, phone, and typical office equipment such as printers and copiers
- Ability to stand, sit, bend and reach
- Ability to communicate verbally and in writing
- Ability to comprehend and evaluate moderately complex sets of data and information
- Ability to complete basic to intermediate level mathematical calculations
- Ability to move about the facility, including in shop and warehouse environments on a periodic basis

APPLICANT SUBMITTAL

The following items must be provided in order for the individual to be considered an applicant for this position:



Energy Master Planning
MEP Engineering
Construction Management
Commissioning Services

- Updated and current Resume
- Cover letter emphasizing experience that relates to the needs of this position

Individuals that do not provide all requested application materials will be eliminated from consideration.

Submit application materials to: Envinitycareers@envinity.com, subject: "People and Culture Coordinator". Envinity will evaluate applicants on an ongoing basis and will close the position once the ideal candidate has accepted the position.

Envinity is an inclusive, equal opportunity employer. Our goal is to hire great humans regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status; or other characteristics protected by law. Envinity highly encourages all women, minority groups, individuals with disabilities and veterans to apply.

Employment offers with Envinity are contingent upon successfully completing Motor Vehicle and criminal background checks. Envinity is an at-will employer.

