Akron-Canton Airport – Job Description

Job Title: Vice President, Human Resources
Reports to (Title): President & CEO
Department: Administration
FLSA Status: Exempt
Date Created: February 2022
Revised: April 2025

The Akron-Canton Airport is an Equal Opportunity Employer

Job Summary:
This position provides strategic and "hands-on" leadership in executing all aspects of Human Resources for the Airport. Responsibilities include, but are not limited to, legal compliance, employee relations, talent acquisition, benefits, unemployment compensation, workers' compensation, performance, policy administration/development, and payroll.

Essential Functions:

- Ensure that the activities of the position and relevant programs are consistent with the mission, vision, guiding principles, and sponsored initiatives of the Akron-Canton Airport Authority.
- Must ensure strict adherence to confidentiality standards and the ability to handle sensitive employee and organizational information with discretion and professionalism.
- Implement, enforce, and administer Federal, State, and local employment regulations as well as the Airport Authority's policies and procedures. Maintain in-depth knowledge of legal requirements for day-to-day employee management, risk mitigation, and regulatory compliance.
- Conduct talent acquisition and retention activities for all exempt and non-exempt positions; write and place advertisements; screen and interview candidates; extend job offers; conduct new-employee orientation; and conduct stay and exit interviews. Manage all pre-employment screening and substance abuse programs.
- Provide proactive guidance and counsel to leadership and employees on employee relations issues. Respond to inquiries regarding employment laws, policies, procedures, and programs. Counsel and assist leadership in carrying out their responsibilities on personnel matters.
- Manage and resolve complex employee relations issues. Conduct effective, thorough and objective investigations affecting legal compliance, violations of policy, behavior, and performance deficiencies. Determine the appropriate follow-up process for corrective action. Write or review resolution communications messages (emails, memos, letters), performance improvement plans, and corrective actions.
- Monitor, respond to, and represent the Airport Authority throughout the entire Unemployment Compensation process.
- Oversee and manage the Workers' Compensation claims with direct support from third party administrator (TPA). Make and approve decisions that preserve the best interests of the Airport with TPA guidance. Represent the Airport at hearings and other engagements when necessary.
- Provide support for bi-weekly payroll and all new employees and changes of status forms into the human resource/payroll system.

- Administer all company-sponsored benefits and services to include health insurance, dental, vision, life insurance, voluntary supplemental insurance, leave management (FMLA), and time-off benefits. Explain, develop, and distribute employee benefits packages, open enrollment, and forms. Manage relationships with the broker and resolve issues of concern. Participate in the evaluation of benefits programs to ensure the most effective and high-quality benefits are offered to Airport employees.
- Provide support with OPERS pension administration as needed.
- Manage the performance appraisal process, incorporating SMART goals.
- Maintain personnel records.
- Write and update job descriptions as needed.
- Compiles information and processes all federally and state-mandated reports as required to maintain compliance.
- Assist with planning and hosting company-sponsored events to maintain morale, for recognition, and team building.
- Perform other duties as assigned

Job Requirements:

Education: Associate's degree in Business Management, Human Resources, or related field required. Bachelor's degree in Human Resources or related field preferred.

Experience: Five (5) or more years of professional experience in human resources management required.

Specific Skills / Knowledge:

- Certified HR professional (PHR or SHRM-CP) Required.
- 5 or more years of experience working with and interpreting employment and labor laws such as Equal Employment Opportunity laws, Civil Rights Act (Title VII), Americans with Disabilities Act, Family and Medical Leave Act, HIPAA, COBRA, OSHA, Workers' Compensation, Unemployment Compensation, etc.
- Demonstrated knowledge of multiple human resource disciplines, including employee relations, talent acquisition and retention, benefits, compensation, performance management, safety, succession planning, and payroll.
- Excellent communication skills – written and verbal

Computer Skills: Intermediate to advanced skills in SharePoint, Microsoft Word, PowerPoint, Excel, and Outlook.
Proficient in the use of human resource information systems (HRIS) and payroll platforms. Aptitude to learn and use new software programs easily and effortlessly.

Equipment Used: Personal computer, copier, scanner, fax, phone

Supervisory Responsibilities: None

Working Conditions / Physical Demands:
The work is frequently performed out of an office environment with occasional exposure to other areas of the airport. While performing the duties of this job, the employee is frequently required to sit and work at a desk using a computer or phone; use hands to operate equipment, type on a keyboard, and grasp or handle objects; and perform administrative work using a variety of office equipment. The employee will frequently talk or hear while interacting with others and will occasionally stand and walk. The employee will occasionally lift, push, pull, or move objects weighing up to 10 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Interfaces:

Internal: Employees, Senior Leadership Team, President/CEO
External: Vendors, Federal Agencies, Community Organizations

Success Factors:

- Able to portray and maintain a high level of confidentiality on all human resource matters.
- Must exhibit strong interpersonal skills, including a courteous, respectful demeanor, tact/diplomacy, awareness of others, and commitment to building relationships and working with diverse internal and external groups.
- Ability to establish and maintain effective working relationships with management, vendors, community organizations, and inter-departmental colleagues.
- Ability to multitask in a fast-paced environment with strong organization skills.
- Must possess strong written and verbal communication skills and the ability to write complex communications of various types.
- Must exhibit strong judgment and decision-making skills.
- Ability to define problems and resolve them quickly with strong attention to detail.
- Excellent organizational skills.
- Must present a sense of urgency to organize and prioritize work for Airport's benefit.
- Ability to motivate and lead staff with a positive attitude and a **"WIN"** (**W**hat's **I**mportant **N**ext) philosophy.
- Willingness to assist other departments.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. At the employee's request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Nothing contained in this job description is intended to create (nor shall be construed as creating) a contract of employment (expressed or implied) or guarantee employment for a definite or indefinite term.

Employee Acknowledgment:
I hereby acknowledge that I have read and received a copy of this job description. I understand the requirements, essential functions, and duties of the position. I am able to perform the essential functions as outlined with or without reasonable accommodation. I further understand that my employment shall be "at will" at all times, meaning that either the Akron-Canton Airport or I may terminate my employment with or without notice or cause at any time.

Signature: _____

Print Name: _____ *Date:* _____