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| POSITION PROFILE | |
| **Position** | **Regional Manager, Human Resources & Labor Relations** |
| **Company** | Cox Communications |
| **Location** | West Warwick, RI |
| **Reporting Relationship** | VP of HR |
| **Website** | www.cox.com |

# THE COMPANY

Cox understands the importance of serving the communities in which our employees and customers live and work. For us, philanthropy is more than a buzzword – it’s a mission and an opportunity to use our time, talent and technology in ways that strengthen cities, businesses, and future generations.

We strive to develop and support various initiatives that impact people’s lives, with a critical focus on youth and education, diversity and environmental issues.

**Elevating the Educational Experience**

Supporting educational initiatives is one of the ways we can make a difference for our employees, their children, and our business. By using our technology, Cox can enhance the educational experience build a more level playing field for all families and invest in long-term community success.

Visit [Cable in the Classroom](https://www.ncta.com/cableimpacts) to read about the role the cable industry dedicates to social responsibility.

**The Importance of Inclusion**

Diversity is a key component of the business operations at Cox Communications. To us, diversity means working hard to build an inclusive culture in which we value the perspectives, needs and priorities of all people. This commitment also includes a laser focus on ensuring that people from all backgrounds are included and represented in our business. This, in turn, makes Cox a better place to work and creates better connections to the communities we serve.

Learn More and [Experience Diversity at Cox](https://www.cox.com/aboutus/diversity.html)

# THE Role

**Job Summary**  
  
Provides day-to-day human resources leadership and counsel to region client groups covering many or most of the following areas: employee relations, recruiting, compensation, training, employee and labor relations, employee communications, and employment documentation. Ensures consistent application of HR and company policies and procedures. Provides education, counsel and training on maintaining a pro-employee culture.

Responsibilities:

* Leads a team of Region HR Consultants, Generalists & Coordinator supporting employees in the areas of employee relations, programs, policies and processes, and the execution of performance and merit management and reorganization initiatives.
* Partners with management to ensure policies, and programs are aligned with business initiatives.
* Partners with other HR areas for policies, processes and practices related to employment, labor relations, compensation, benefits (STD/LOAs), and workforce planning.
* Partners with Center HRBP team to develop policies, programs, and tools and provides timely feedback on effectiveness and value to the business.
* Leads enterprise-wide and local regional projects and initiatives to support a positive employee experience.
* Sustains continuous dialogue with Region leaders on both internal and external change issues and opportunities.
* Facilitates implementation of business transformational (re-organization and/or restructure) initiatives.
* Collaborates with clients to support and/or drive workforce planning and design efforts, talent acquisition, leadership development, performance management, talent management, and employment/labor issues.
* Guides, trains, and directs managers and employees on the implementation of HR policies and processes to ensure appropriate legal (FMLA, ADA, EEOC, etc.) and company compliance.
* Directs employee relations assessments and activities to ensure CCI has the most current understanding of employee relations issues and minimizes company liability by proactively working with leaders to manage local vulnerability to outside influences.
* Shares Regional feedback on the development, implementation, coordination, and evaluation of HR related processes.
* Ensures compliance with employment related law at the State and Federal level.
* Conducts research into human resource programs and activities and recommends changes or innovations where desirable.
* Serves as key leadership resource for the Cox Communications Labor Relations COE,

leading activities in support of the enterprise Proactive Employee Relations (PER) strategy, including:

* + Deployment of the Proactive Employee Relations (PER) leadership training series.
  + Serving as a co-lead to the enterprise-wide Proactive Employee Relations Lead team.
  + Develop and maintain proactive labor relations content in partnership with the Learning and Workforce Capability team.
  + Conducting periodic reviews and updates of PER resource materials.
  + Analyzing survey data and employee feedback to identify potential labor issues and support the development of appropriate response strategies
  + Providing support and thought leadership in response to labor activity across the enterprise.
  + Ability to support other regions in the event of a labor relations campaign or organizing activity.

# PROFESSIONAL EXPERIENCE/QUALIFICATIONS

**Minimum**

* 7 or more years of experience required in Human Resources, Employee Relations
* 5 or more years of experience required if candidate possesses a related advanced degree
* Requires strong knowledge of HR systems, preferably PeopleSoft or Workday
* Excellent interpersonal, leadership, influencing, presentation, and collaborative skills to work effectively with teams throughout the organization
* Experience leading change management activities
* Excellent knowledge of employment laws and investigative processes
* Excellent written and verbal communication skills
* Excellent relationship building skills
* Excellent problem resolution skills and sound judgment
* Strong business acumen
* Strong analytical and data rationale skills
* Project management experience
* Ability to multitask and prioritize in fast-paced, high-volume environment
* Strong skills in all Microsoft desktop software – especially, Word, Excel, PowerPoint

**Preferred**

* BS/BA degree in related discipline strongly desired (i.e. Human Resources, Business, etc.). Advanced degree is a plus
* 7+ years’ broad Human Resources experience
* 3 or more years’ experience managing an exempt team preferred
* Experience in telecommunications industry desired
* Experience in principles and practices of employee and labor relations, employment laws, and program/training development
* Prefer SPHR/PHR Certification

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