

DES Architects + Engineers offer tremendous growth opportunities for talented professionals in the San Francisco Bay Area. Join our firm and work on amazing projects that captivate your interest, maximize your potential and transform the design experience for our clients and the communities in which we live.

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## **HUMAN RESOURCES DIRECTOR**

### **POSITION OVERVIEW**

We are seeking a dynamic professional to lead the evolution of our Human Resources (HR) organization. As Director, you will collaborate with firm leaders to develop our talent strategy, optimize HR operations and design an unparalleled employment experience for our people. This partnership will position DES as the destination firm for talent and clients in the architectural design industry.

Over the past six months DES has embarked on an ambitious program to better define our organization's purpose and establish a framework for employee growth that clearly connects each employee's contribution to our purpose in everything they do. Our new HR Director will be front and center in implementing these programs and integrating them throughout our organization.

You will work with several seasoned HR professionals who have strong connections to our culture and history and who are anxious to embrace transformative programs and initiatives while supporting this position with extensive knowledge of HR operations.

### **AREAS OF RESPONSIBILITY**

#### **CULTURE AND EMPLOYEE EXPERIENCE**

As HR Director you will be the steward of a rich culture and be an enthusiastic cheerleader for both our people and our firm.

- Build upon a deep sense of family and fun while maintaining a highly professional approach to our work
- Embed our Purpose and Values in everything we do
- Enable connection and community to create a sense of belonging for our people
- Plan and promote events during the year to celebrate longstanding traditions
- Model advocacy and leadership in the community to advance firm visibility and impact
- Provide opportunities for volunteerism and celebrate a shared commitment to a greater good
- Implement a feedback mechanism to gauge progress and areas in need of improvement

#### **TALENT**

With a history of having more opportunities than staff to accomplish them, a critically important aspect of this position will be to implement systems to hire, advance through training and retain our employees.

#### Acquisition

- Lead recruiting programs and processes across our multidisciplinary platform
- Leverage sourcing platforms (LinkedIn, Glassdoor, etc.) to identify high quality talent
- Build faculty relationships and create visibility on campus
- Evolve our internship program to create a depth of young talent
- Formalize an Alumni program with an eye for “boomerangs” and referrals.

#### Development

- Oversee and constantly improve the orientation and assimilation program
- Build out the DES Career Model focused on goal setting, learning and assessment
- Drive in-house and off-site training to support individual and team growth goals
- Assist our leaders in managing teams and developing their people
- Implement an employee dashboard for real time goal status and assessment
- Provide training to support a “leadership path” for employee growth

#### Analytics + Reporting

- Review trends that impact our talent & client experience and financial performance
- Collaborate with departments on recommendations to enhance our competitive position
- Design a monthly reporting package to understand results and guide future direction

### **HR OPERATIONS**

We believe that HR systems should be well defined and administered consistently and fairly for all employees. As HR director you will be responsible for overseeing the technical aspects of employment while ensuring the application is done with the utmost consideration for our staff.

#### Employment

- Coordinate new-hire on-boarding and enrollment
- Lead the development of employment policies and practices
- Communicate with leaders and staff about policy intent and interpretation
- Manage and resolve workplace conflict with sensitivity and discretion

#### Benefits Administration

- Develop and lead administration for all employee benefit programs. These include our health, wellness, life, and disability insurance plans as well as our retirement plans
- Manage all plan enrollments, documentation, and day to day administration
- Communicate benefit plans value and act as a resource for resolution of plan issues
- Partner with brokers to gauge market trends; recommend improvements accordingly
- Review external compensation information to ensure industry competitive positioning

#### Compliance

- Ensure compliance with applicable laws on employment, equal opportunity and safety
- Maintain business insurance, including Employers Professional Liability, Workers Compensation, Auto, and Employee Practices Insurance
- Manage immigration applications, documentation and status in collaboration with legal counsel.
- Manage risk through communication with leaders and staff on compliance matters
- Conduct employment training required by applicable laws

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Bachelors Degree
- 10 years Human Resources (HR) leadership positions, preferably in architecture
- Adept at working in a dynamic, changing, multi-generational workplace
- Knowledge and experience in building HR capabilities in an organization
- Proven success in attracting, developing and retaining talent
- Expert in HR Operations and systems
- Trusted advisor to leaders and staff; serve as an advocate for both
- Proficiency in the Microsoft Office, Google Suite, Social Media Platforms

- Experience in preparing and managing department and project budgets
- Ability to build meaningful relationships with leaders, staff, clients and consultants
- Communicate with confidence and impact; ability to influence decision making

**If you want to have impact on design the direction of our firm, we encourage you to apply with your resume and cover letter at: [jobs@des-ae.com](mailto:jobs@des-ae.com)**

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## **ABOUT US**

We design innovative, sustainable solutions in technology, life sciences, healthcare, education and the broader development community. DES Architects + Engineers have created workplace, learning and healing environments for our clients in the San Francisco Bay Area for the past 45 years. We bring a full-scope, integrated design approach to our clients with professional services in architecture, interior design, civil and structural engineering, landscape architecture, visual communications and sustainable design. Our commitment to design excellence through collaboration defines the growth opportunity for our People – learn, develop and apply creativity to the unique vision of our Clients in an engaging, supportive and friendly ‘family oriented’ firm culture.