

SiteLock Needs an HR Director

SiteLock is the Global Leader in business website security and is the **only** web security solution to offer complete, cloud-based website protection. We find and fix threats, prevent future attacks, accelerate website performance and meet PCI compliance standards for businesses of all sizes (basically like Batman if Gotham City was the internet). Our mission is to protect every website on the internet (yes, we know that's a colossal goal, but we are THAT good), that's why we need talented people like yourself to join our ever-growing team!

That's Nice, But What's The Job?

We are currently seeking a Director, Human Resources to work in our Scottsdale, AZ corporate office. Reporting to the CEO, you will be building and leading an HR team moving towards a more strategic, business-oriented approach to Human Resources.

Responsible for planning, organizing, and directing the Human Resources function for the company. Oversees the development, recommendation, and promotion of comprehensive policies, procedures, and programs. Directs all HR activities to include strategic partnering with executives and line management, and proactively identifying opportunities to manage issues impacting overall company goals. Provides leadership on, and is a champion of, SiteLock's culture within the organization.

- Work as an active business partner to executives and leadership, lead a Human Resources team including employee relations, recruiting, employee benefits, and employment compliance.
- Serve as the primary resource for all aspects of human resources management including: regulatory compliance, employee relations, salary and wage administration, strategic benefits section and administration, talent acquisition, organizational development, and compensation.
- Support and provide guidance to leadership team on employee engagement, impact of culture on business results, leadership development, leading and lagging indicators of employee attrition, quality of hiring, efficacy of training, and performance management.
- Partner with CEO and department leaders to develop new positions and job descriptions, identify future organizational needs and assess succession planning.
- Oversee the climate and well-being of employees via consistent employment practices and alignment of company values.
- Oversee recruitment advertising, applicant selection, pre-employment/post-offer screening processes, etc. Partner with Marketing on employer branding initiatives in key geographies for hiring. Ensure compliance with all regulatory and legal requirements for recruiting and hiring, including EEO reporting.
- Direct the employee relations function. Identify and analyze employee relations and take appropriate action to correct. Coach managers and employees in all areas of employee relations with an eye toward improving working relationships, building morale, and increasing productivity.
- Oversee the development of processes, tools, and deliverables related to employee feedback throughout the employee life-cycle
- Design and facilitate management training seminars to ensure that the leadership team is abreast of policies and procedures, as well as other legal and regulatory compliance information.
- Set overall employment policies with an in depth and current knowledge of legal compliance regulations, trends, and best practices in the HR field. Develop proper systems and controls to maintain compliance with all applicable laws and regulations.

- Recommend and oversee the Company's overall compensation philosophy and procedures, including salary administration and benefit programs. Develop and maintain consistent policies around working hours, overtime, time off, leave of absence, holidays, and related policy areas. Ensure that compensation policies and practices conform to state and federal standards. Evaluate compensation practices to ensure competitiveness relative to other companies.
- Oversee all aspects of strategic benefit selection and administration, including managing the benefits and compliance manager and developing and overseeing procedures relating to record-keeping, new hire on-boarding, benefit negotiation and cost management, benefit enrollment, and regulatory reporting.
- Partner with CEO and department leaders to design and develop compensation plans, including commission plans, bonus plans, merit planning and promotion standards.
- Participate in the development of all HR objectives, human capital philosophies, and strategic planning in relation to programs and trends in Human Resource management. Prepare, secure approval for, and implement operating and expenditure budgets for department, and operate within those guidelines. Assist in the preparation of the company-wide budget for salary administration and benefits.
- Oversee and provide leadership on culture initiatives. Maintain, practice, find ways to enhance the SiteLock "Code of Conduct" philosophy, Mission and Values Statements.

What Are We Looking For?

- Bachelor's Degree in Human Resources or related field required. Master's Degree preferred.
- 10 years of progressive Human Resource experience with at least 5 years supervisory/management level role.
- Experience with strategic benefits selection, administration, and compliance.
- Experience managing employees in international jurisdictions is a plus
- Must be able to work independently with minimal direction, and display strong judgment in fulfilling position responsibilities.
- Excellent interpersonal skills with a consultative approach; ability to develop credible relationships with business partners; ability to present a point of view in varied business situations.
- Pro-active, solutions oriented; identifies problems, seeks resources for guidance, analyzes options, communicates, and implements solutions.
- Strong analytical and organizational skills.
- Microsoft Office programs, including Word, Excel, Visio, PowerPoint & Project.
- Senior Professional in Human Resources (SPHR) preferred

Anything else? Absolutely.

SiteLock was recently awarded the Best of Cool award for our great culture by BestCompaniesAZ and are one of the Best Places to Work as awarded by Arizona Business Journal. Essentially, we offer a relaxed, friendly, fun and upbeat environment since we work here too! SiteLock is also the Fastest Growing Software Company in Arizona two years in a row per Deloitte's Fast 500, and we aren't slowing down anytime soon!

So What About The Perks? Perks Matter.

- **Medical, Dental and Vision.** SiteLock pays a nice chunk of your premiums to keep the cost as low as possible for our employees.
- **15 days of PTO and 7 paid Holidays.** Because who doesn't love time off?
- **Benefits like 401(k), company paid life insurance, short and long-term disability.**
- **Casual Dress.** Come dressed in jeans (you'll fit right in with the rest of us).
- **Game Room.** Gimme a break – no, not a Kit Kat ad but we do have a ping-pong table, shuffle board and PlayStation if you ever need a break in your day.
- **Wellness Program.** We want our employees to be the best versions of themselves. That's why we offer a Wellness Program that includes an in-house Fitness coach, back massages, allergy testing, biometric screenings and much more!
- **Growth opportunities.** When we grow... our people grow! Our plan is to double in size by 2021. In order to do that, we need to develop our team members and foster their knowledge in cyber security and business.