

CANDIDATE PROFILE

Human Resources Director
Palma Ceia Golf & Country Club
Tampa, FL
www.pcgc.org



Organization

Founded in 1916, Palma Ceia Golf and Country Club is located in Tampa's most prestigious residential neighborhood and is the Tampa Bay area's most prestigious private club. The club features an 18-hole championship golf course, tennis courts, swimming, a fitness center, and clubhouse for member entertaining, dining and banquets. Our main focus is providing our members and their guests with outstanding facilities and the highest standard of service.

Position Overview

The human resources administrator is responsible for ensuring a consistent, high-level delivery of HR services to the Club by providing for the hands-on administration and direction of all human resources and benefits functions for approximately 180 to 205 full and part time employees. Direct responsibilities for this department of one includes (but is not limited to) benefits administration, wellness, employee relations, communication, worker's compensation, unemployment, performance management, and overall policy compliance.

Responsibilities

- **HR Administration:** Administers the acquisition and onboarding process for all staff, generates internal documents such as offer letters, job descriptions, personnel action forms and performance review forms, and ordering background checks. Provides guidance and interpretation on human resources policies and best practices to managers, supervisors, and staff. Coordinates compliance training for all employees such as sexual harassment prevention, food handler and alcohol server certification. Responds to all unemployment claims. Documents and reports all workplace injuries and illnesses. Attends unemployment and worker compensation claims hearings.

- **Employee Relations:** Advises managers and supervisor on employment issues, performance counseling, and progressive discipline, including managing and resolving employee relation investigations as needed. Monitors employee morale and recommends or designs programs to positively impact workplace culture. Creates and delivers companywide virtual notifications through the Community module (Paylocity).
- **HRIS:** Maintains accurate and compliant employee and reporting information in HR systems and files including Paylocity payroll system, Employee Navigator benefits administration system, and HR employee databases used to report and support managers and supervisors, with the highest degree of confidentiality and maintains up to date information in the Self-Service Portal.
- **Benefits:** Administers all benefit programs (paid time off, retirement, medical, health savings, dental, vision, life, STD/LTD, accident, illness, identity theft, legal, pet, etc.) and ensures they are administered in accordance with ACA, ERISA, and IRS regulations. Meets with benefit eligible employees to review benefit options, distribute plan materials, and assist in the enrollment process, serving as subject matter expert on benefit inquiries. Coordinates and carries out annual benefits open enrollment meetings in cooperation with brokers; prepares and delivers benefit and wellness related communications and presentations. Works with external vendors to complete annual form 5500 reporting for health and retirement plans. Responsible for timely reconciliation of monthly benefit premium invoices. Participates in the selection of the Club's group health insurance plans, including medical, dental, vision, life, short- and long-term disability
- **Regulatory Compliance:** Maintain and expand knowledge and understanding of existing and proposed federal and state laws/regulations affecting human resources, payroll, and benefits management. Exercise judgment consistent with standards, practices, policies, and all applicable laws and regulations when administering FLSA, HIPAA, ADA, FMLA, OSHA, UI, WC, and EEO. Ensures all governmental and company reporting requirements are met; ensures bulletin boards and online self-service portal is maintained and contains current state and federal labor law postings as required by law. Ensures time verification and reverification of employment eligibility.
- Maintains affiliations in appropriate professional associations to remain current in profession.
- Regular and reliable attendance. Attends all management meetings.

Qualifications

Minimum Qualifications

- Bachelor's degree in Hospitality or Business Management and five years of progressive managerial experience with private clubs, upscale dining establishments, or hospitality settings; or equivalent combination of education and experience.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Jonas Club Software, POS, and other industry specific software at least at an intermediate level.

Preferred Qualifications

- Bachelor's degree in Human Resource Management or related field and five years of leadership experience in human resources, payroll, and benefits administration; or equivalent combination of education and experience.
- Highly proficient with HRIS software, specifically Paylocity (HR/payroll) and Employee Navigator (benefits).
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to effectively communicate both verbally and in writing with a wide variety of internal customers.
- Prior human resources experience with a golf course, country club, sports facility, or in a service-related industry.
- SHRM/PHR, CEBS/CBP, and/or CPP certifications.

Competitive Compensation

Salary is commensurate with qualifications and experience. Palma Ceia Golf and Country Club offers an excellent benefits package, including medical, dental, vision, life, short- and long-term disability, and retirement (401k).

A full background check and drug testing will be conducted on selected candidate.

Professionals who meet or exceed the established criteria are encouraged to send current resume and cover letter addressed to Mr. Robert Ley, General Manager Palma Ceia Golf & Country Club. Send to:



Ned Welc
Principal



ned@gsiexecutivesearch.com



440-796-7922



Terry Anglin, CCM, CCE, ECM
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