Joseph Anderson

VP of Human Resources

HR leader with 12 years of experience spanning full-cycle recruiting, compliance, and workforce planning. Holds the Senior Professional in Human Resources credential from HRCI. Cut annual recruitment costs by $168,450 by replacing external staffing agencies with a referral incentive program and targeted job-board strategy in Workday. Prepared for federal compliance audits across EEO-1, ACA reporting, and FMLA documentation with a 98.4% pass rate, and resolved EEOC investigations and unemployment hearings with zero adverse findings.

CONTACT INFORMATION

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KEY SKILLS

- Workday HRIS
- Tableau HR Analytics
- FMLA and ADA Administration
- EEOC and EEO-1 Reporting
- ERISA Compliance
- ACA Reporting
- Compensation Benchmarking
- Workforce Planning
- Full-Cycle Recruiting
- Microsoft Excel

PROFESSIONAL EXPERIENCE

VP OF HUMAN RESOURCES | SWEETWATER BASIN HOLDINGS INC., LANDER, WY
2020 – PRESENT

- Reduced annual recruitment costs by $168,450 by replacing 3 external staffing agencies with a referral incentive program and targeted job-board strategy in Workday.
- Led preparation for 4 consecutive federal compliance audits covering EEO-1, ACA reporting, and FMLA documentation, achieving a pass rate of 98.4% across all review categories.
- Advise the CEO and CFO on workforce planning, headcount forecasting, and total rewards strategy for an organization spanning 6 departments and 2 office locations.
- Represent the organization at unemployment hearings and EEOC investigations, closing 13 cases in 18 months with zero adverse findings.

DIRECTOR OF HUMAN RESOURCES | POPO AGIE RIDGE ENERGY PARTNERS, RIVERTON, WY
2016 – 2020

- Negotiated new contracts with 2 recruiting firms and consolidated job advertising spend, generating recruitment cost savings of $93,720 over 3 years.
- Managed an internal compliance audit program that raised the annual audit pass rate from 83% to 97.9% by standardizing I-9 and ERISA documentation procedures.
- Maintained statistical reports on hires, transfers, performance appraisals, and absenteeism rates for 410 employees using Tableau dashboards updated weekly.
- Recruited, interviewed, and selected candidates for 74 open positions in a 12-month period, cutting average time-to-fill from 52 days to 34 days.

HR MANAGER | SINKS CANYON RESOURCE GROUP LLC, LANDER, WY
2014 – 2016

- Identified staff vacancies across 5 departments and managed the full-cycle hiring process for 38 positions per year, keeping cost-per-hire at $2,740.
- Prepared documentation and represented the company at 6 personnel-related hearings, achieving favorable outcomes in all proceedings.
- Maintained records of hires, transfers, and absenteeism rates for 190 employees, delivering monthly statistical reports to department managers an average of 3 days ahead of schedule.

EDUCATION

- B.S.B. in Management
  University of Wyoming, Laramie, WY | 2012 – 2014

CERTIFICATIONS

- Senior Professional in Human Resources - HR Certification Institute, 2019