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EXECUTIVE SEARCH

Retained Search for HR Leaders

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POSITION AND CANDIDATE SPECIFICATION:



Human Resources Manager – Minot, ND

Date: March, 2013

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POSITION SPECIFICATION

Client Company:

BNSF Railway operates one of the nation's largest rail networks, with approximately 32,000 route miles in 28 states across the western two-thirds of the United States. BNSF is headquartered in Fort Worth, Texas. For more than 160 years BNSF has proudly served their customers by safely and efficiently delivering commodities such as coal, grain, steel and consumer products. The dedication, talent and creativity of our 40,000 employees have helped distinguish BNSF as an innovative and progressive leader within the transportation industry.

As the largest single holding of Berkshire Hathaway, the future is bright for BNSF and strong performers can earn the right to be considered for additional responsibility.

BNSF is proud to be an EEO/AA employer M/F/D/V.

www.bnsf.com

Berkshire Hathaway, Inc.
NYSE: BRK.B

**Position Summary:**

The HR Manager for the Montana division performs as an HR generalist, in partnership with the division's mid-level management, to achieve the division's objectives while being an advocate for employees, ensuring optimal people practices and compliance with the law and Company policy. There is extensive focus on recruiting/ selection, and employee relations with extensive travel by car (included) required to perform the role.

Successful candidates for this position will have exceptionally strong drive for results with a track record for delivering on objectives that achieve outstanding results.

Reports to: The position reports to the HR Director of the Montana Division.

Direct Reports: There are no direct reports to the role.

Other Key Relationships: Division leadership, HR Director, Regional HR Director, HR personnel throughout the region and across the country, functional corporate HR leaders, legal resources, community, and governmental entities.

Key Responsibilities:

The duties of the HR Manager will include, but not be limited to, the following:

Responsible for timely employment and placement of quality new hires and internal candidates for scheduled and exempt positions in a cost effective manner to meet operational demands and objectives, in concert with a broad range of employee relations responsibilities. This role may have multi-division responsibilities.

Activities include:

- Recruit, interview, and select both scheduled and exempt candidates for hire and promotion.
- Proactively promote positive employee relations. Implement and support programs to strengthen the employee/employer relationship. Bring matters to conclusion in effective fashion and escalate issues as needed to bring about awareness in timely fashion.
- Investigate and respond to all EEOC/internal complaints for the area. Represent the company in administrative proceedings, hearings and settlement conferences and negotiations.
- Research and respond to numerous complex exempt and scheduled health and welfare benefits plan questions and problems.

- Prepare materials and present training to diverse employee groups on various human resources and benefit topics.
- Provide proactive labor relations support and serve as an adjunct to the Labor Relations function.
- Successfully support and implement corporate initiatives driven by all other Corporate HR functions.
- Excel at building effective relationships across a diverse population and at all levels of the organization, functioning as an employee advocate and management agent.
- Step outside of the assigned geographic area on an as-needed basis to support HR team needs.
- Assist in the administration of other BNSF policies such as business expense policy, Code of Conduct, Travel policy, Company vehicle policy and other employee related policies originating from departments outside of Human Resources.

Basic Qualifications:

- Bachelor's Degree or 8 years' experience in Human Resources required. Additional, relevant education and experience may offset experiential needs.
- Strong interpersonal and communications skills (verbal and written).
- Self-directed and motivated with the ability and willingness to travel extensively over a large geographic territory.
- Ability to multi-talk and adjust to rapidly changing priorities in a fast paced organization. Ability to respond to tight timelines in a large geographical territory with limited resources.
- Proficient computer skills in Microsoft Office – Outlook: Word and Excel a must.
- Demonstrated experience in recruitment and hiring selection across a broad range of applicable roles.
- Demonstrated experience in bringing complex employee relations issues to successful conclusions in line with company objectives.
- Comprehensive knowledge of all federal and applicable state employment laws.
- Knowledge of compensation and benefits programs.
- Progressive, recent human resources management experience is required.

Preferred Qualifications:

- Experience managing complex projects and budgets.
- Process training and certification (Six Sigma, Lean) a plus.
- Prior supervisory experience providing a first-hand management perspective.



Additional Information:

COMPENSATION: Base Salary, Incentive, Company Car, Pension Plan, Railroad Pension Plan, and excellent Corporate Benefits provide an attractive compensation package.

POSITION LOCATION: Minot, ND.

Territory coverage will be for the Montana Division (it extends into North and South Dakota, Idaho, Wyoming, etc.). The Montana Division extends West to Hauser, ID, on the extreme end; South to Greybull, WY and East to Minot and Mandan, ND. The key reason that the role is located in Minot is the current and expected continued growth of the Bakken region.

TRAVEL: Up to 60% is required with frequent overnights.

RELOCATION: While a local candidate is preferred, relocation assistance is available. COLA consideration is involved with the relocation process.

FUTURE: BNSF is experiencing rapid and sustainable growth. Strong performance may present career advancement opportunities in the next 24-36 months that would be likely to require relocation.

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CONTACT INFORMATION:

BNSF Railway has exclusively retained Leapfrog Executive Search to complete this search.

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