



POSITION DESCRIPTION

Human Resources Manager
\$44,000 to \$52,000

GENERAL FUNCTION:

Under the supervision of the CEO, The Human Resources Manager manages the day-to-day operations of the Human Resource department. The HR Manager manages the administration of the human resources policies, procedures and programs. The HR Manager carries out responsibilities in the following functional areas: hiring, employee relations, training and development, benefits, compensation, payroll, organizational development, and staff morale.

RESPONSIBILITIES:

The Human Resources Manager originates and leads Human Resources practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce.

HUMAN RESOURCES

1. **PAYROLL** – Maintains all personnel and payroll records. Processes payroll.
2. **HIRING** – Assures that job openings are posted, resumes screened, references and background checks are completed. Facilitates new hire orientation. Collaborates with members of the Senior Leadership Team to ensure that departmental focus matches the needs of the Organization.
3. **PERFORMANCE MANAGEMENT** – Ensures positions descriptions are up-to-date and that managers are routinely setting goals and performing evaluations for direct reports. Reviews all employee discipline notices and makes recommendations on how to proceed. Manage annual performance appraisal process in the Fall.
4. **BENEFITS** –Manages and administers benefits programs such as life, health, and dental insurance, 401k, vacation, sick leave, leave of absence, and employee assistance.
5. **TEAM MORALE** – Manages all employee morale and incentive programs. Development of an employee oriented company culture that emphasizes Attitude of Abundance, Commitment to Excellence, Integrity & Respect and Make it Happen values.
6. **COMPLIANCE**- Ensure that employees are in compliance with grant and partner requirements.
7. **COMMUNITY PARTNERSHIPS**- Create and maintain partnerships to offer services to incoming candidates, such as fingerprinting and TB Testing.
8. **LEGAL**- Consults legal counsel to ensure that policies comply with federal and state law. Identifies legal requirements and government reporting regulations affecting human resources functions and

ensures policies, procedures, and reporting are in compliance. Studies legislation, arbitration decisions, and collective bargaining contracts to assess industry trends. Represents organization at personnel-related hearings and investigations.

9. RECORD KEEPING & REPORTING-Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records. Oversee the maintenance, communication and destruction of personnel records as required by law including local governing bodies. Manages statistical data and trends for state and federal reporting.

10. SAFETY- Provide general guidance, direction, advice and regulatory requirements in all areas of occupational safety and health. Provide leadership and direction to operating managers regarding effective accident investigation and management and return to work programs. Review all post accident investigations for process and procedure improvements.

OTHER

1. STAFF LEARNING & ENRICHMENT- Develops and oversees employee enrichment activities that provide avenues for employees to learn and grow within the Organization.

2. PROCESS & PROCEDURES – Ensures appropriate policies & procedures are in place and being adhered to by employees. Trains incoming directors and managers on processes and procedures. Reviews, adjusts and implements as needed.

3. PROJECT MANAGEMENT- Manages special projects as assigned.

SKILLS, EXPERIENCE & TRAINING:

- Person will be honest and of flawless integrity.
- Commitment to being a high performance team player.
- Four-year degree in Human Resources or Business from an accredited college or university preferred.
- A minimum of three years work experience in a leadership role in a Business Department.
- Strong communication skills both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Computer skills: Paychex preferred, Microsoft Office mandatory.
- Demonstrated organizational, staff and project management abilities.