



Job Title:
Human Resources Manager

Department:
Human Resources

Supervisor:
Vice President of Human Resources

Office:
324 E. New York Street Suite 300

EEO Category:
N/A

Purpose of Job: The human resource manager is directly responsible for the overall administration, coordination and evaluation of the human resource function.

Essential Functions:

- Develops and administers various human resources plan and procedures for all company personnel.
- Plans, organizes and controls all day to day activities of the department. Participates in developing department goals, objectives and systems.
- Responsible for ensuring accurate and timely payroll processing and reporting. Utilize HRIS to process semi-monthly payroll and related information (hours, rates, status, miscellaneous earnings, vacation and pto tracking, etc.).
- Maintains HRIS for all employees to include certifications, licensure and training necessary.
- Recommends, develops and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures; performs benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost-effectiveness
- Oversees recruitment effort for all employees; works with supervisors to write and place job postings. Assists Supervisors with the following: screening and interviewing candidates; reference checks; job offers; new-employee onboarding; career development. Responsible to conduct exit interviews.
- Establishes and maintains department records and reports.
- Evaluates reports, decisions and results of department initiatives in relation to established goals.
- Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
- Manages responses to all unemployment claims and is involved in all unemployment hearings.
- Coordinates various employee incentive, recognition, and engagement programs and activities.
- Maintains compliance programs and requirements; files required reports annually; maintains other records, reports, and logs to conform organizationally required regulations.
- Ensures compliance with all federal, state and local employment laws.
- Oversees and annually updates the compensation program; rewrites job descriptions as necessary; conducts annual salary surveys and develops merit pool (salary budget); analyzes compensation; monitors the performance evaluation program and revises as necessary.
- Participates in administrative staff meetings and attends other meetings and training.
- Performs other related duties as required and assigned.

Qualifications:

- A bachelor's degree in related field and one (1) to three (3) years of HR Management experience, OR
- Seven (7) years of experience in the HR field with increasing responsibilities, OR
- Any similar combination of education and experience.
- Certification in Human Resources (PHR/SPHR and/or SHRM-CP/SHRM-SCP) required.

Knowledge, Skills, and Abilities:

- Knowledge of compliance issues in Human Resources
- Knowledge of best practices associated with Human Resource functions
- Considerable knowledge of principles and practices of personnel administration
- Proficient in the use of Excel, Word and PowerPoint
- Business Acumen.
- Communication.
- Critical Evaluation.
- Relationship Management.
- Ethical Practice.
- Excellent interpersonal skills
- Ability to take initiative and meet objectives

Working Conditions:

- Normal Work environment

Equipment Used:

Equipment with relatively simple operating procedures:

- Standard office equipment (personal computer, fax, copier, telephone)

Physical Efforts:

Routinely involves sitting and standing (75%). Occasionally involves bending/stooping, pushing/pulling, occasionally lifting over 10lbs, carrying over 10 lbs. (20%). Rarely involves crawling/kneeling, climbing, (5%).

Visual Efforts:

Routinely involves reading documents for analytical purposes, a high degree of accuracy and general understanding.

This Job Description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees shall be required to follow any other job-related instructions and perform any other job-related duties as requested by the Supervisor.

Employee Signature

Date

VP of Human Resources Signature

Date