

Job Description

Job Title: Human Resources Manager

Department: Human Resources

Classification: Exempt

Job Reports To: Chief Executive Officer

JOB SUMMARY:

Maintains and enhances the organization's human resources by planning, implementing, and evaluation employee relations and human resources policies, programs, and practices.

KEY RESPONSIBILITIES:

- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Ensures organizational staffing by establishing a recruiting, testing, and interviewing process; counseling managers on candidate selections; conducting and analyzing exit interviews and recommending changes.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records ; representing the organization at hearings.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Completes human resource operational requirements by scheduling and assigning employees; following up on work results.
- Maintains human resource staff by recruiting, selecting, orienting, and training employees.
- Manage human resource staff performance to include counseling, development, disciplining planning, monitoring, and appraising job results.

PHYSICAL REQUIREMENTS

Incumbent is regularly required to walk, sit, and use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms; and talk and hear. Occasionally required to stand, climb, balance, and stoop, kneel, crouch or crawl.

Regularly lift and/or move up to ten (10) pounds and frequently lift and/or move up to twenty five (25) pounds. Specific vision abilities required including close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

NOTE: The statements above are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.