**JOB TITLE:** Human Resource Manager

**REPORTS TO:** Executive Director

**SUBORDINATES:** None

**FLSA STATUS:** Exempt

**SUMMARY OF RESPONSIBILITIES:**

The Human Resource Manager guides and manages the overall provision of Human Resources services, policies, and programs for the company. The Human Resources Manager determines or is assigned the duties and job responsibilities that are required by the senior management team to meet the needs of their workforce management.

This position:

* Conducts a continuing study of all Human Resources policies, programs, and practices to keep management informed of new developments.
* Leads the development of department goals, objectives, and systems.
* Provides leadership for Human Resources strategic planning.
* Establishes HR departmental measurements that support the accomplishment of the company's strategic goals. Manages the preparation and maintenance of such reports as are necessary to carry out the functions of the department.
* Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment.
* Develops and administers programs, procedures, and guidelines to help align the workforce with the strategic goals of the company.
* Participates in executive, management, and company staff meetings and attends other meetings and seminars.

This position holds key leadership and management responsibilities within the organization. It is salaried, and exempt.

This position serves at the direction of the Executive Director to implement the policies in carrying out the agency’s mission statement. This position is expected to work at least a 40-hour work week. The nature of the position may require working outside the normal working hours.

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The requirements listed below are representative of the knowledge and skill required. Other duties may be required as needed.

**HR Admin Services**

1. Compensation and Benefits
   1. Perform the evaluation, classification and pay equity analysis of job positions.
   2. Implements and updates compensation program; rewrites job descriptions as necessary, analyzes compensation, monitors performance evaluation program and revises as necessary.
   3. Responsible to develop and maintain job position salary ranges.
   4. Responsible for all benefit administration; works in collaboration with Executive Leadership and brokers to review and make recommendations regarding benefits, communicates benefit information to all personnel, and manages benefit enrollments and terminations.
   5. Assists Executive Leadership in the bi-annual review, preparation, and administration of wage and compensation plan.
   6. Administer compensation and benefits programs. Develop or administer special projects in areas such as employee awards.
2. Payroll
   1. Assists in payroll functions; compiles payroll data and manages time clock adjustments.
   2. Compute wages and deductions and enter data into payroll system. Verify attendance, hours worked, and pay adjustments, and post information onto designated records.
   3. Compile employee time, and payroll data from electronic time system, time sheets and other records. Review time sheets, wage computation, and other information to detect and reconcile payroll discrepancies.
   4. Process documentation for new employees and enter employee information into the payroll system.
   5. Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.
   6. Issue and record adjustments to pay related to previous errors or retroactive increases.
   7. Keep track of leave time, such as vacation, personal, and sick leave, for employees.
   8. Provide information to employees and managers on payroll matters, tax issues, and benefit plans.
   9. Keep informed about changes in tax and deduction laws that apply to the payroll process.
   10. Complete, verify, and process forms and documentation for administration of benefits such as pension plans, and unemployment and medical insurance.
   11. Compile statistical reports, statements, and summaries related to pay and benefits accounts, and submit them to appropriate departments.
   12. Prepare and balance period-end reports, and reconcile issued payrolls to bank statements.
   13. Train employees on organization’s timekeeping systems.
3. HRIS Data Management
   1. Manages the development and maintenance of the Human Resources sections of both the company website, particularly recruiting, culture, and company information; and the employee Intranet, wikis, newsletters, and so forth.
   2. Utilizes the HRIS system to eliminate administrative tasks, empower employees, and meet the other needs of the organization.
   3. Establishes and maintains personnel records and reports.
   4. Prepare or maintain employment records related to events, such as hiring, termination, leaves, transfers, promotions, performance appraisals, and absenteeism rates using human resources management system software.
   5. Maintain and update human resources documents, such as organizational charts, employee handbooks or directories, or performance evaluation forms.
   6. Prepares and tracks FMLA leaves.
4. Recruitment, Onboarding and Offboarding
   1. Conducts recruitment effort for all exempt and nonexempt personnel, students, and temporary employees.
   2. Manages all new hire orientation, new hire paperwork, and exit interviews.
   3. Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion, and employee benefits.
   4. Perform searches for qualified job candidates, using sources such as computer databases, networking, Internet recruiting resources, media advertisements, job fairs, recruiting firms, or employee referrals.
   5. Hire employees and process hiring-related paperwork.
   6. Select qualified job applicants or refer them to managers, making hiring recommendations when appropriate.
   7. Review employment applications and job orders to match applicants with job requirements.
   8. Conduct reference or background checks on job applicants.
   9. Conduct exit interviews and ensure that necessary employment termination paperwork is completed.
   10. Conduct exit interviews to identify reasons for employee termination.
   11. Contact job applicants to inform them of the status of their applications.
   12. Interview job applicants to obtain information on work history, training, education, or job skills.
   13. Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
   14. Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
5. Workforce Planning
   1. Develop or implement recruiting strategies to meet current or anticipated staffing needs.
   2. Identify staff vacancies and recruit, interview, and select applicants.
   3. Advise management on organizing, preparing, or implementing recruiting or retention programs.
   4. Coordinate with outside staffing agencies to secure temporary employees, based on departmental needs.
6. Policy Development and Compliance
   1. Responsible for compliance with Federal and State legislation pertaining to all personnel matters and consults with legal counsel as appropriate.
   2. Interpret and explain human resources policies, procedures, laws, standards, or regulations. Advise managers and supervisors on organizational policy matters, such as equal employment opportunity and sexual harassment, and recommend needed changes.
   3. Maintain current knowledge of Workers Compensation insurance, Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA).
   4. Develops and maintains affirmative action program; files EEO-1 annually; maintains other records and reports.
   5. Responsible for preparing and reporting ACA 1094/1095 forms for all employees.
   6. Responsible for documentation and reporting of all employee injuries according to OSHA guidelines.
   7. Investigate and report on employee involved accidents and submit required documentation to public and private insurers.
   8. Analyze statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices. Develops, recommends, and implements personnel policies and procedures and prepares and maintains employee handbook.
7. Employee Relations
   1. Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
   2. Serve as a link between management and employees by handling questions, interpreting and administering employee handbook and helping resolve work-related problems.
   3. Confer with management to develop or implement personnel policies or procedures.
   4. Represent organization at personnel-related hearings and investigations. Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, terminating employees, and administering disciplinary procedures.
   5. Works directly with department managers to assist in carrying out their responsibilities on personnel matters, staff development, performance evaluation, conflict resolution, and documentation.

**Learning and Development**

Coordinates all Human Resources training programs, provides necessary education and materials to managers and employees including workshops, manuals, employee handbooks, and standardized reports.

Establishes an in-house employee training system that addresses company training needs including training needs assessment, new employee onboarding or orientation, management development, production cross-training, the measurement of training impact, and training transfers.

1. Individual Development
   1. Analyze training needs to design employee development, language training, and health and safety programs.
   2. Provide management with information or training related to interviewing, performance appraisals, counseling techniques, or documentation of performance issues.
   3. Develops and implements Employee Appreciation program.
   4. Maintains employee training records.
2. NPI Overall Training
3. Assists managers with the selection and contracting of external training programs and consultants.
4. Plan, organize, direct, control, or coordinate the personnel, training activities of NPI. Responsible for development and administration of staff training, including new hire training, annual required staff training, and assigns other training as needed.
5. Plan, develop, and provide training and staff development programs, using knowledge of the effectiveness of methods such as classroom training, demonstrations, on-the-job training, meetings, conferences, and workshops.
6. Prepare training budget for department or organization.
7. Confer with management and conduct surveys to identify training needs based on projected production processes, changes, and other factors.
8. Develop and organize training manuals, multimedia visual aids, and other educational materials.
9. Develop testing and evaluation procedures.
10. Train instructors and supervisors in techniques and skills for training and dealing with employees.
11. Conduct orientation sessions and arrange on-the-job training for new hires.
12. Conduct or arrange for ongoing technical training and personal development classes for staff members.

**Performance Management**

1. Continuous Performance
   1. Establish a continuous performance management system that includes performance development plans (PDPs) and employee development programs.
   2. Administers the employee evaluation process and ensures department manager compliance.
   3. Develops and reports HR metrics to Executive Leadership and the Board as requested.

**Succession**

* 1. Responsible for creating Success Profiles for key staff and single points of failure.
  2. Responsible for NPI succession planning.

**HUMAN RESOURCES MANAGER JOB REQUIREMENTS**

1. Knowledge and experience in employment law, compensation, organizational planning, recruitment, organization development, employee relations, safety, employee engagement, and employee development.
2. Better than average written and spoken communication skills.
3. Outstanding interpersonal relationship building and employee coaching skills.
4. Demonstrated ability to serve as a knowledgeable resource to the executive management team that provides overall company leadership and direction.
5. Excellent computer skills in a Microsoft Windows environment. Must include knowledge of Excel and skills in Human Resources Information Systems (HRIS).
6. General knowledge of various employment laws and practices and experience working with a corporate employment law attorney.
7. Experience in the administration of benefits and compensation programs and other Human Resources recognition and engagement programs and processes.
8. Evidence of the ability to practice and coach organization managers in the practice of a high level of confidentiality.
9. Excellent organizational management skills.

## EDUCATION AND/OR EXPERIENCE

1. Minimum of a Bachelor's degree or equivalent in Human Resources, Business, or Organization Development.
2. A minimum of five years of progressive leadership experience in Human Resources positions.
3. Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations, preferred.
4. Active affiliation with appropriate Human Resources networks and organizations and ongoing community involvement preferred.
5. Possess ongoing affiliations with leaders in successful companies and organizations that practice effective Human Resources Management.

**PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sit – up to 6 hours in a regular workday Stand – 4 - 6 hours in a regular workday

Climb – 1 – 2 hours in a regular workday Lift up to 40 pounds as needed

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Position requires ability to work both inside and outside as needed.

Outside work has exposure to rain, snow, heat, cold and traffic fumes on a regular basis. Inside work may involve exposure to household fumes and dust on a regular basis.