



## Job Description for: Human Resource Manager

JOB TITLE:	Human Resource Manager
EMPLOYMENT STATUS:	Full Time
FLSA STATUS:	Exempt
DATE:	February 23, 2024
APPROVED BY:	Sonya Thesing, Executive Director
SUMMARY:	Responsible for managing and collaborating with management team on all human resource milestones in the employee life cycle, including hiring, onboarding, evaluating, compensating and terminating agency staff. Provides support to Executive Director and Associate director on human resource policy development and maintenance.
REPORTS TO:	Executive Director
DEPARTMENT:	Administration
SUPERVISES:	N/A
MAJOR RESPONSIBILITIES / ACTIVITIES	<ul style="list-style-type: none"> <li>• Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.</li> <li>• Manages the talent acquisition process, which may include recruitment, interviewing, hiring, and onboarding of qualified job applicants. Collaborates with departmental managers to understand skills and competencies required for openings.</li> <li>• Manages and processes biweekly payroll</li> <li>• Completes employment verification for employment, loans and housing for current and past employees</li> <li>• Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.</li> <li>• Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.</li> <li>• Manages the performance evaluation process, including coaching managers and supervisors on completion of performance evaluations for each employee annually. Assist managers in documenting employee performance improvement plans and disciplinary actions.</li> <li>• Manage annual open enrollment benefit process in conjunction with employee benefits broker and responds to all employee questions about benefit plans.</li> <li>• Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.</li> <li>• Manages the administration of retirement plan and completes annual profit-sharing allocation</li> <li>• Completes exit interviews and reviews results for trends. Recommends proactive steps to assist in avoiding or reducing unwanted turnover.</li> </ul>

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	<ul style="list-style-type: none"> <li>Helps to ensure legal requirements and government reporting regulations affecting human resources are in place. Consults legal counsel to ensure that policies comply with federal and state law.</li> <li>Evaluates and maintains paper and Human Resource Information System records, enters data and maintains permanent personnel records.</li> <li>Maintains relationships with human resource vendors (payroll and benefits) to ensure the agency is using technology in a cost effective and efficient manner.</li> <li>Provides support and guidance to management and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.</li> <li>Counsels and supports employees on policy and employment challenges.</li> <li>Completes other duties as assigned.</li> </ul>
EDUCATION, CREDENTIALS AND QUALIFICATIONS	<ul style="list-style-type: none"> <li>Bachelor's degree (B. A./B. S.) from four-year college or university preferred, or four years human resource management experience</li> <li>Strong verbal and written communication skills.</li> <li>Ability to problem solve, resolve conflict, and negotiate.</li> <li>Computer literate with strong data entry and Microsoft office skills.</li> <li>Ability to act with integrity, professionalism, and confidentiality.</li> <li>Thorough knowledge of employment-related laws and regulations.</li> <li>Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.</li> <li>PHR, SPHR, SHRM -CP or SHRM-SCP certification preferred</li> </ul>
REQUIRED TRAININGS	<p>Completes required trainings, including but not limited to:</p> <ul style="list-style-type: none"> <li>Cultural competency</li> <li>Other training programs as directed by the manager.</li> </ul>
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:	<p>Office environment. May require ability to sit, move about, climb stairs and operate telephone and personal computer for extended periods of time. Evenings and weekend work may be periodically required.</p>
ADA:	<p>The above statements cover what are generally believed to be principal and essential functions of this job. Specific circumstances may allow or require some people assigned to the job to perform a somewhat different combination of duties.</p>



### **Job Description for: Human Resource Manager**

I have carefully read and reviewed the Human Resource Manager Job Description as outlined herein and understand the requirements of the position and accept same. I acknowledge that nothing in this job description restricts management's right to assign or reassign job duties and responsibilities to this position at any time.

\_\_\_\_\_  
Human Resource Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date