
Department: Administration
Job Title: Human Resource Manager
Wage Classification: Salary
Revised Date: 10-13-21

JOB SUMMARY

The Human Resource Manager will lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

SUPERVISORY RESPONSIBILITIES

- Recruits, interviews, hires, and trains new staff in the department.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.

GENERAL EMPLOYMENT REQUIREMENTS

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills,
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

SPECIFIC JOB FUNCTIONS

The following are some of the principal job functions; however, other duties and activities may be required in performance of this job:

- 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.
- Provides support and guidance to the HR team, 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.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and

professional roles; collaborates with departmental managers to understand skills and competencies required for openings.

- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Oversees and manages the performance appraisal system that drives high performance
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Manages the time and attendance system and policies for non-exempt staff
- Maintains affirmative action program.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Oversees the Workers' Compensation Insurance policies and program to ensure that employees receive quality medical care efficiently and expeditiously with a little effect upon production as possible.
- Performs other duties as assigned.

PHYSICAL JOB REQUIREMENTS

- Lifting to 15 lbs. with no restrictions
- Negative drug screen
- Vision, with or without correction, must be adequate to perform the required job functions.
- Must be able to access and navigate each department at the organization's facilities.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Human Resources, Business Administration, or related field required.
- A minimum of three years of human resource management experience preferred.
- SHRM-CP or SHRM-SCP highly desired.
- Strong computer skills, specifically in Microsoft Excel are required.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers. Employee will experience prolonged periods of sitting at a desk and working on computers.