



## Human Resources Manager

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

### Supervisory Responsibilities:

1. Oversees the recruitment, interviewing, hiring, and training of staff.
2. Oversees the daily workflow of the department.
3. Provides constructive and timely performance evaluations.
4. Handles discipline and termination of employees in accordance with company policy.

### Duties/Responsibilities:

1. Partners with the leadership team to understand and execute the organizations human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
2. 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.
3. 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.
4. Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
5. Creates learning and development programs and initiatives that provide internal development opportunities for employees.
6. Attends and participates in employee disciplinary meetings, terminations, and investigations.
7. Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
8. Conducts training and development needs assessments
9. Develops training and development programs and objectives
10. Obtains and /or develops effective training materials utilizing a variety of media
11. Conducts orientation sessions and coordinates on-the-job training for new and transferred employees
12. Uses classroom training and demonstration methods, on-the-job training, meetings, conferences, and workshops to plan, develop, and provide training and staff development programs
13. Trains and coaches directors, managers, and coordinators involved in employee development efforts on techniques and skills to manage and teach their employees
14. Develops and maintains organizational communications to ensure employees have knowledge of training and development events and resources
15. Conducts follow-up studies of all completed training to evaluate and measure results

**Other Duties:**

1. Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale
2. Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications
3. Provide administrative support to other agency departments
4. Manages timesheets and other timekeeping methods in accordance with funding requirements
5. Participates in professional development trainings
6. Conducts or acquires background checks and employee eligibility verifications
7. Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
8. Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
9. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law
10. Works effectively as a team member with other members of management and administrative staff

**Qualifications:**

Candidates must have experience in overseeing the daily operations of an organization. All candidates should have proven leadership and relationship management experience. Concrete demonstrable experience and other qualifications include:

1. Bachelor's Degree in Human Resources, Business administration or related field required.
2. 3-5 years or more of human resources management experience
3. Excellent verbal and written communication skills.
4. Excellent interpersonal, negotiation, and conflict resolution skills.
5. Excellent organizational skills and attention to detail.
6. Excellent time management skills with a proven ability to meet deadlines.
7. Strong analytical and problem-solving skills.
8. Ability to prioritize tasks and to delegate them when appropriate.
9. Ability to act with integrity, professionalism, and confidentiality.
10. Thorough knowledge of employment-related laws and regulations.
11. Proficient with Microsoft Office Suite or related software.