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JOB DESCRIPTION - HUMAN RESOURCE MANAGER

DEPARTMENT: Administration

JOB TITLE: Human Resource Manager

REPORTS TO: Director of Operations

PURPOSE: The purpose of this job is to manage the human resource function for the company by developing and implementing fair and accurate policies, promoting staff development\training, and ensuring policy\practice compliance with federal, state, and agency rules and regulations.

JOB DUTIES:

Personnel Duties:

- Develops, maintains, and ensures equitable administration of all personnel and compensation systems, procedures, and practices.
- Develops personnel policies/procedures and ensures that agency practices are compliant with federal, state, and local regulations. Additionally, facilitates ongoing understanding and consistent application of personnel policies and procedures.
- Coordinates and assists in the selection, evaluation and/or termination of personnel in accordance with federal state and company procedures/guidelines.
- Develops, updates and or administers, as needed, the following personnel systems:
 - Workmen's Compensation
 - Grievance Procedures
 - New Employee Orientation
 - Employee Handbook
 - Exit Interviews
 - Job Descriptions
 - Employee Personnel Records
 - Personal Development
 - Recruitment of Staff
- Trains/updates managers and staff with regard to compliance issues such as A.D.A., E.E.O., Civil Rights Act, sexual harassment, age/sex discrimination and other topics as required.

JOB DUTIES (Continued):

Compensation and Benefits Duties:

- Update, maintain, and administer the staff compensation system.
- Update, maintain, and administer the staff performance appraisal system.
- Manages the compensation function of the company in a manner, which ensures internal equity and external competitiveness.
- Ensures that all department of labor standards are met as well as wage and hour standards.
- Initiates and coordinates long range staff and compensation planning for all company operations.
- Updates and administers all employee benefits programs.
- Communicates benefits programs to new employees and updates staff as necessary.
- Coordinates employee recognition programs.

Other Duties:

- Coordinates in-service programs and documents participation.
- Provides the staff with training and development experiences.
- Ensures that on-the-job training procedures are established and administered.

JOB REQUIREMENTS:

1. General knowledge of human resource policies and procedures and the ability to apply that knowledge in the performance of all job duties.
2. Knowledge of human resource compliance issues such as A.D.A, F.M.L.A., Sexual Harassment, Discrimination, E.E.O.C. Guidelines, and all other applicable federal, state and local guidelines.
3. Knowledge of compensation systems and the ability to manage and maintain an internally equitable and externally competitive system.
4. Knowledge of benefits programs and the ability to administer and communicate benefits programs.
5. Knowledge of payroll and benefit program reporting requirements.
6. Ability to communicate effectively with agency staff/management and foster communication throughout the agency.
7. Excellent management skills and the ability to deal effectively with people.
8. Ability to draft personnel policies and facilitates understanding of those policies as well as the consistent application of those policies.
9. Knowledge of organizational methods and the ability to manage multiple tasks simultaneously.
10. Ability to learn and convey the company's quality objectives and apply them in the performance of all job duties.
11. Ability to obtain a drivers license, maintain auto insurance, and travel on company business in a variety of weather conditions.
12. Ability to manage and maintain a variety of confidential information.
13. Ability to remain calm and professional during peak periods of activities.
14. Ability to provide all necessary reports and/or documentation under the authority of this position.
15. Ability to operate all necessary office equipment required to accomplish job duties such as computers, calculators, fax machines, typewriters, etc.
16. Ability to comply with all job related deadlines.
17. Ability to work daily and extended hours as necessary.

BASIC PHYSICAL REQUIREMENTS:

Approximate: 8-Hour Day (may be longer during peak season)

<u>Key:</u>	Occasional	=	0% to 33%	N/A = Not Applicable
	Frequent	=	34% to 66%	
	Continuous	=	67% to 100%	
Standing				Occasional
Sitting				Continuous
Walking				Frequent
Bending/Kneeling/Crouching/Stooping				Occasional
Reaching Above Shoulder				Occasional
Climbing (stairs, ladders, etc.)				Occasional
Working on Heights:				
Unprotected Heights				N/A
Protected Heights				N/A
Lifting Weights from 0 to 50 Pounds				Occasional
Push/Pull/Maneuver Equipment/Products/Materials				Occasional
Weighing from 0 to 100 Pounds				
Being Around and/or Operating Moving Machinery/Equipment				N/A
Operating a Vehicle (as a part of your job)				Occasional
Read/Monitor Gauges on Various Equipment/Machinery				N/A
Hand Movements:				
Recording Data				Frequent
Operating Office Equipment				Frequent
Operating Computer				Frequent
Simple Grasping (right and left)				Frequent
Firm Grasping (right and left)				Frequent
Fine Manipulating (right and left)				Frequent
Foot Movements to Operate Foot Controls				N/A
Vision: Good Vision, Corrected to Normal; or Ability to Access Required Information and to Perform Job Duties				YES
Color Definition Required:				NO
Hearing: Good Hearing, Corrected to Normal; or Ability to Communicate/Understand Required Information and to Perform Job Duties				YES
Mobility: Ability to be mobile throughout required work areas.				
Office				Continuous
Multiple Locations				Frequent
Plant				N/A
Equipment/Maintenance or Repair Area				N/A
Rough Terrain				N/A
Other				N/A

BASIC MENTAL REQUIREMENTS

This job requires the mental abilities to analyze the human resource needs of the agency and develop/implement policies and procedures, which meet those needs. Furthermore, the incumbent of this position must monitor personnel practices and policies to ensure compliance with federal, state, local rules and regulations.

WORKING CONDITIONS AND EXPOSURES:

Generally office-working conditions exist, at times the incumbent is required to travel in varying weather conditions to visit other branch offices.

TRAINING:

Safety:

Right to Know

Other:

On-the-job Training
Employee Handbook

JOB QUALIFICATIONS:

Education

Bachelors Degree in Human Resources or a related field required, Masters Degree preferred.

Experience

3-5 years of experience in the human resource field required for bachelor's applicants.

applicants.

One (1) year of human resource experience for masters

"Note: This is not necessarily an exhaustive list of the job duties and requirements associated with this job, but is intended to represent an accurate reflection of the current job."

JOB DESCRIPTION ACKNOWLEDGEMENT

Job Title: Human Resource Manager

- YES ____ NO ____ I have been provided a copy of the job description to read or the job functions have been explained to me.
- YES ____ NO ____ I understand the requirements of this job.
- YES ____ NO ____ I understand that this job description is not necessarily an exhaustive list of the job duties and requirements associated with this job, but rather is intended to represent an accurate reflection of the current job. Furthermore, management reserves the right to add, delete, and/or modify any of the job duties or requirements at any time.

Date

Applicant Signature