



Job Description

Human Resource Manager

Department: Human Resources
FLSA Status: Full-Time, Hourly, Non-exempt

Position Summary:

Full-time, hourly position responsible for the management and coordination of all human resources functions and general office management and administration for the Center. In addition, this position may assist the Finance assistant with Accounts Payable duties. This position reports to the Executive Director, with a strong connection to all departments

Essential Functions:

- Directly manages all Human Resources functions of the Center
- Recruits and develops talented staff to provide educational and entertaining experiences to our diverse public and for the creation of a supportive work environment with policies and benefits that promote positive visitor and employee experiences. Conducts internal and external recruiting, including occasional local travel to career fairs. Advises managers and supervisors of company policy regarding employment compensation, training and development, employee relations, and employee services/benefits
- Works with Executive Director and managers to identify Human Resource needs and recommend a salary administration plan through the application of techniques of job analysis, job descriptions, evaluations, grading, and pricing in order to determine and record job factors and to determine and convert relative job worth into monetary values
- Organizes the interview process with job applicants and hiring managers, notifies the successful applicant of selection, and schedules background checks and drug screenings

- Organizes new employee orientation which includes reviewing the current Policy and Procedure Manual in detail and basic onboarding of all new employees
- Monitors, develops, and recommends Human Resources policies, benefits, and employee training programs that promote an effective and positive work environment. Advises managers and supervisors of company policy regarding employment compensation, training and development, employee relations, and employee services/benefits
- Guides managers and supervisors with performance management. Tracks performance evaluations for employees, ensures supervisors are conducting reviews in a timely manner, recommends salary increases based on established performance increase scales and/or market evaluation
- Responsible for tracking weekly schedule adherence, monitoring overtime, lunch breaks, PTO usage, etc
- Develop, implement and administer all employee benefits programs, including health, dental, life, disability, and retirement plan. Works with third party administrators, insurance and investment reps to educate staff and make updates as needed
- Administers and monitors worker's compensation claims. Works with insurance agents to follow up with claims and treatment
- Ensures the Center's human resources programs, policies, and procedures comply with applicable federal and state laws
- Make necessary updates/changes to current Policy and Procedures Handbook
- Directs human resources training and employee development programs for the Center. Identifies training needs, formulates training policies and procedures, and coordinates training along with the Assistant Director
- Directs safety program in coordination with the Building Manager. Help organize all related training programs with the Assistant Director
- Manages and develops systems to gather appropriate personnel information, enters new employees into the HR/Payroll system, updates pay and benefit changes
- Formulates employee relations policy and directs employee relations activities of company utilizing knowledge of federal and state laws and industry trends
- Participates in the management team, performs other duties as needed to get overall goals met, including quarterly participation in the weekend manager on deck program
- Responsible for general office management/administration:
- Administers liability and auto insurance policies for the organization
- Works closely with insurance agents to ensure policies are up to date, accurate, and appropriate for the organization's needs. Forwards liability claims and follows up with insurance contacts. Internally manages policy renewals

- Processes invoices for human resources and other areas as needed.
- Aid Finance Assistant by tracking all restricted funds, i.e., monies deposited, monies spent
- Other general office administration/management duties as required

Non-Essential Functions:

- Other duties related to the management and operation of the Center as required.

Required Education/Experience:

- Bachelor's degree in a Human Resources related field OR Professional in Human Resources certification.
- Minimum of two years HR generalist/Office Management experience.
- Experience managing resources.

Required Knowledge/Skills:

- Must have working knowledge of all federal and state employment laws, especially in regard to benefits, leaves of absence, and discrimination.
- Excellent interpersonal, oral and written communication and presentation skills.
- Must be able to effectively and professionally write business correspondence.
- Excellent organization, time management, and critical thinking skills.
- Ability to work with a variety of different people, to work well and multi-task under time constraints, and in stressful conditions in a fast-paced environment.
- Proven leadership skills.
- Excellent computer skills including MS Word, Excel, and HR/Payroll database.
- Ability to work weekends and evenings when needed.
- Ability to maintain confidentiality
- Excellent multi-tasking skills
- Excellent problem solving, inter-personal skills, and attention to detail

Mental Skills and Abilities:

- *Math* - Ability to add, subtract, multiply and divide; to calculate variables, formulas, ratio and proportion; to use practical application of fractions, percentages, probability, and statistics.
- *Reading* - Ability to read and understand technical journals, manuals, reference books, legal documents and financial reports.

- *Writing* - Ability to write business letters, expositions, summaries, training manuals and reports using proper format and conforming to rules of punctuation, grammar, diction and style.
- *Speaking* - Ability to be conversant in the principles and methods of effective and persuasive speaking and discussion; and to participate in panel discussions using clear and distinct speaking voice with appropriate pauses and emphasis, correct pronunciation, and variation in word order.
- *Reasoning Ability* - Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of instructions; to plan work and develop procedures; to learn and/or evaluate information in order to make judgments and decisions.

Work Situations:

- *Communication* - The ability to relate to people in situations involving more than giving and receiving instructions.
- *Direction, Control and Planning* - Adaptable to accepting responsibility for the direction, control, or planning of an activity. The employee may be in a position to negotiate, organize, direct, formulate practices, or make final decisions.
- *Feelings or Ideas* - Adaptable to situations involving the interpretation of feelings or ideas in terms of personal viewpoint. The employee may be called upon to use creativity, self-expression, or imagination.
- *Influencing* - Adaptable to influencing people in their opinions, attitudes, or judgments. The employee may be in a position to motivate, convince, or negotiate.
- *Measurable or Verifiable Criteria* - Adaptable to making generalizations, judgments, or decisions based on measurable or verifiable criteria. The employee may make evaluations on the basis of data.
- *Performing Under Stress* - Adaptable to situations requiring the precise attainment of set limits, tolerances, or standards. The employee may need to be precise, thorough, exacting, or meticulous in regard to material worked; or in activities such as numerical determinations, record preparation, or inspecting.
- *Sensory or Judgmental Criteria* - Adaptable to making generalizations, judgments, or decisions based on sensory or judgmental criteria. The employee may rely on one or more of the five physical senses, or rely on knowledge gained by experience to make evaluations.
- *Variety and Change* - Adaptable to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure. Several duties in a job that require different significant differences in technologies, techniques, procedures, working conditions, physical demands, and/or work situations constitute this factor.

Physical Demands:

- *Light Work* - Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- *Eye-Hand-Foot Coordination* - The ability to coordinate hand and/or foot motions with visual stimuli in order to engage in or perform physical activities, such as typing, operating vehicles or mechanical equipment, etc.
- *Handling* - Seizing, holding, grasping, turning, or otherwise working with fingers and/or hands.
- *Hearing* - Perceiving the nature, intent or meaning of sounds.
- *Lifting* - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- *Pulling* - Exerting a force so as to move an object toward the individual.
- *Pushing* - Using upper extremities to press against something with steady force in order to move forward, downward, or outward.
- *Reaching* - Extending hand(s) and arm(s) in any direction, especially upward in placing or retrieving objects.
- *Sitting* - To rest the body upright supported by the buttocks and thighs.
- *Standing* - To be upright with the whole weight of the body on the feet.
- *Talking* - Expressing or exchanging ideas by means of the spoken word.
- *Walking* - Moving about on foot to accomplish tasks.
- *Seeing* - The ability to perceive the nature of objects by the eye. The important aspects of vision are:
 - (a) Clarity of vision at 20 inches or less.
 - (b) Clarity of vision at 20 feet or more.
 - (c) The ability to judge distance and space relationships.
 - (d) The ability to identify and distinguish colors.

Other Requirements:

- *Travel* - will require occasional travel.
- Valid State Driver's License.

Supervision/Contacts:

- Receives supervision from the Executive Director
- Daily contact with office and Center employees, and volunteers.
- Frequent contact with outside vendors/consultants, board members, and applicants.

Environment:

- Employee is subject to inside environmental conditions and occasional outside conditions. Protection from weather conditions but not necessarily from temperature changes when inside.

Tools and Equipment Used:

- Personal computer, Fax machine, Telephone, Computer Printers, Calculator, Copier, Pens, Pencils, Reference books, and Automobile.

Human Resource Manager

I certify that I have reviewed and understand all of the requirements of performing this job and that I am capable of meeting each and every requirement, with or without reasonable accommodation. I understand that the essential and/or non-essential functions and the associated abilities, requirements and conditions outlined above describe the general nature and level of the work performed. I understand that they are not intended to and in no way represent an exhaustive listing of all tasks involved in performing the job. I understand that business necessity may dictate changes in the position requirements at any time. I understand that even though I may be able to perform the job, there are other requirements I must meet before being offered the job. I understand that I must perform all essential and non-essential functions in a manner that is not hazardous to myself or to others. I also understand that any employment relationship with this company is of an "at-will" nature, which means that if employed I will be free to resign at any time, and that the Company may terminate my employment at any time, with or without prior notice.

Signature

Date