

## Job Description

Position Title: Human Resources Manager

FLSA: Exempt

Range: 27

(\$89,928 - \$123,972 annually on a 14-step scale, candidates typically start at first step)

Reports to: Executive Director

Supervisory Responsibilities: Yes

### SUMMARY:

Provides Generalist Human Resources expertise, support and direction to Agency management and staff. Responsible for direction and assistance on Agency Policies and Procedures, Labor Contract, State and Federal laws, recruitment, compensation, performance management, employee relations/discipline, labor relations, affirmative action and training. Administers Agency benefit programs and leads Safety Committee.

### ESSENTIAL FUNCTIONS:

- Serves as initial point of advice, problem resolution, and facilitation in the areas of employee relations, performance management, and employee discipline; advises both employees and management regarding employee relations policies, procedures, and documentation; researches, identifies, and analyzes specific employee relations concerns and makes appropriate recommendations.
- Is a contributing member of the Agency's Management Team.
- Ensures policies are up to date and compliant with applicable law.
- Provides professional and technical guidance to the Director and management staff on career development, classification and pay, and compliance with labor laws such as FMLA, WAPFL, ADA and FLSA.
- Consult with Director and management staff regarding personnel actions and potential liabilities using independent judgment, discretion, and confidence pertaining to human resources issues. Consults with counsel as necessary.
- Administer benefits programs including insurance and retirement. Researches and proposes unique and special benefits to create a Best Place to Work. Oversees enrollments and terminations, provides advice and problem resolution to employees on benefit issues, serves as liaison between employees, benefit providers, and the payroll service.
- Approves Personnel Action Forms for payroll change communication, as appropriate.
- Attend fact finding meetings with supervisors and employees. Make recommendations and take action as appropriate.
- Meet with Director and management staff to strategize and problem solve personnel and union issues.
- Represent the Director on Human Resources issues.
- Research and provide interpretation of the Collective Bargaining Agreement.
- Is Management Representative for Safety and Ergonomics.
- Works with hiring managers in the planning, approval, recruitment, screening and selection of new staff. Is responsible for advertising, applicant tracking, and ensures that the hiring process is followed correctly.
- Conducts new employee orientation and processes new hire paperwork.
- Maintains Personnel Files, Medical Files, and Reasonable Accommodation Files.
- Maintains company bulletin boards to ensure compliance information is up-to-date.
- Creates and administers training programs for managers and employees.
- Monitors and tracks due dates of Performance Reviews to ensure timely completion.

### **Knowledge, Skills, and Abilities:**

- Experience with Paylocity strongly preferred.
- Knowledge of state and federal employment laws and regulations including FMLA, WAPFL, ADA, FLSA, and equal opportunity.
- Strong interpersonal and communication skills.
- Ability to work effectively as a team member with a wide range of diverse staff and to establish and maintain effective working relationships.
- Ability to analyze and evaluate complex information and to define and solve problems.
- Ability to communicate verbally in the English language in face-to-face one-on-one settings, in group settings, by personal computer, or using a telephone.
- Ability to produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Ability to prepare and present training programs and materials.
- Working knowledge of basic mathematical computations.
- Computer and software skills; ability to operate general office equipment; work at a desk using phone and computer for up to eight hours a day.

### **Minimum Qualifications:**

- Bachelor's degree with focus on business, human resources, social or organizational behavioral sciences or related field.
- Five years of Human Resources experience. Equivalent experience will substitute, year for year, for the education requirement.

### **Working Conditions and Physical Effort:**

- Work is normally performed in a typical interior/office work environment.
- While performing the duties of this position, the employee is regularly required to talk, hear, stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls, and reach with hands or arms. The employee occasionally lifts or moves up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Revised Date: May, 2024**

*The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*