

POSITION DESCRIPTION: **HUMAN RESOURCES MANAGER**

STATUS: **EXEMPT**

EDUCATION/EXPERIENCE:

College degree required. Five (5) years managerial experience required, preferably in the human resources and/or related field.

FUNCTION:

Manages and participates in the details of the day-to-day responsibilities of Human Resources. Performs job duties within the Association's Policies/Procedures. Identifies problems and proposes solutions. Obtains approval prior to acting outside established Association Policy. Acts as liaison between employees and management. Oversees/manages the accounting function(s) and all areas of departmental accountability. Participates in the development, coordination, implementation and administering of personnel policies, procedures and programs which address: employment process, employee benefits, compensation, affirmative action, state and federal labor regulations, employee relations, and record management.

RESPONSIBILITIES:

1. Promotes a professional, positive, and supportive work environment.
2. Maintains and updates the Employee Manual and Association Policy Manual as needed.
3. Develops overall Association Procedure Manuals.
4. Manages the Association's Affirmative Action Plan, Drug-Free Workplace Act, and the Americans with Disabilities Act. Insures compliance and achievement of association's human resource goals.
5. Maintains a working knowledge of federal and state legislation that impacts the various facets of the personnel function to insure practices and policies are in compliance.
6. Assists in the administration of employee benefit programs, including health/dental/life insurance, short and long-term disability insurance, and association's Pension/401(k) Plan.
7. Coordinates benefit plan design and/or revision. Communicates changes to staff through written materials or group presentation. Serves as information resource to staff in regard to group benefits.
8. Monitors and maintains insurance policy for worker's compensation. Obtains bids on policies for renewal purposes.
9. Administers worker's compensation and unemployment compensation plans by filing appropriate claims/reports in a timely manner.

10. Coordinates the development of a structured, competitive employee compensation program to include the use of job descriptions, salary ranges and merit increase guidelines.
11. Develops and maintains staff job descriptions.
12. Provides timely notification to Directors/Managers when employee performance appraisals are due; advises Executive Director/Secretary of excessive delays; and provides salary changes to Accounting Manager for payroll processing. Ensures performance appraisal measures are administered fairly and consistently.
13. Assists in recruiting, interviewing and selecting of candidates for designated position vacancies using productive sources and methods including internal candidates.
14. Conducts orientation sessions for new employees.
15. Secures temporary help for projects as needed.
16. Maintains complete personnel files and required employment documentation for all employees in compliance with recommended record keeping practices and Association policy.
17. Generates various routine and/or ad hoc reports for the Executive Director/Secretary and management for oversight or internal control.
18. Completes designated salary/benefits surveys for external vendors and maintains current results for reference.
19. Counsels management and staff on personnel related issues such as discipline, terminations, personality conflicts, job transfers, policy interpretation, and other sensitive issues.
20. Oversees scheduling of, and records all employee vacations, personal, sick, and comp time; ensures that all departments are adequately staffed at all times. Assists Accounting Manager to ensure payroll records reflect appropriate employee leave.
21. Coordinates and arranges for staff professional development seminars/programs and monitors the Association's tuition assistance program in accordance with the approved budget.
22. Completes designated salary/benefits surveys for external vendors and maintains current results as a reference to monitor trends and benchmarks.
23. Insures the adequate and timely communication to staff on personnel related issues (i.e. staffing changes, benefit issues, changes in policy and procedures, and other relevant areas). Holds monthly staff meetings and conducts training sessions as needed.
24. Participates in the "closed session" of Executive Committee meetings as needed. Provides human resources/benefits content for completion of meeting minutes.

25. Assists the Executive Director/Secretary and Accounting Manager with the planning and coordination of the Interim Planning and Budget/Finance Committee Meeting. With assistance of the Accounting Manager provides financial content for completion of meeting minutes.
26. Oversees/assists the Accounting Manager with the Association's year end closing and audit process.
27. Assists the Assistant to the Executive Director with projects and/or assignments as directed by the Executive Director/Secretary.