



JOB DESCRIPTION

Job Title: Human Resources Manager

Department: Human Resources

Reports to: Chief Financial Officer

SUMMARY

To coordinate the human resource area and supply information to departments and personnel better enabling them to make decisions according to their needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

Communications

- Recognizes potential employee relations problems and takes or recommends necessary corrective action.
- Writes employee information notices concerning personnel and payroll related issues.
- Conducts new hire orientation and enrollment.
- Implements benefit plan changes through employee education and enrollment activities. Coordinates the execution of benefit plan transactions with outside providers.

Staffing & Training

- Identifies training needs with Managers and develops strategies to address those needs.
- Provides support for recruiting needs including writing and placing advertisements, attending job fairs, and networking with industry and trade association placement services.
- Conducts background /references checks on job candidates.
- Works with management to administer the tuition reimbursement process for eligible employees.
- Works with senior management to develop strategies to ensure leadership growth and development of front-line managers.
- Recommend employee relations practices necessary to establish a positive employer-employee relationship, thus retaining our quality employees and promotes a high level of employee morale.

Maintaining Human Resource Functions

- Provides ongoing development and maintenance of employee review process.
- Provides support to department managers during disciplinary and termination meetings with employees. May attend these meetings.
- Conducts exit interviews and analyzes reasons for turnover.
- Updates personnel policies and the employee handbook.
- Provides regular reports to management on human resources related costs.
- Conducts benefits contract negotiations with insurance providers and recommends benefit plan alternatives.
- Provides employee benefit consultation to all employees, including assistance in resolving group insurance claims.
- Manages all workers compensation claims; investigate accidents and coordinate and plan the "early return to work" programs with insurance carriers, managers, and doctors.
- Administers the 401(k) plan on a day to day basis, including enrolling new participants, investment election changes, 401(k) loans, and changes in contributions.
- Administers the Flexible Spending Plan annual enrollments.
- Attends monthly administration department meetings.
- Conducts contract negotiations on Property & Liability Insurance.

QUALIFICATIONS

- High school diploma or equivalent.
- 4 years Business degree or equivalent.
- 5 years experience in Human Resources.

PHYSICAL REQUIREMENTS

- Constant strong communication, sitting, and working on a computer.
- Frequent walking & standing.
- Occasional lifting 20+lbs, pulling, pushing, bending, reaching, kneeling, stooping, climbing stairs.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)