



**JOB DESCRIPTION:** Human Resources Manager, Full-Time (40 hours /week)  
**REPORTS TO:** Executive Director  
**FLSA:** Exempt  
**SALARY RANGE:** \$75,000 to \$85,000, Depending on Experience

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**POSITION SUMMARY:** Incumbent is in a one-person role, responsible for the administration of all activities related to all human resources functions for a staff of approximately 50+ in two (2) locations.

Overall responsibilities include: employment, compensation, benefits, payroll, organizational development, employee relations, performance management, coaching and counseling, benefit broker(s) and carriers, training, and recruitment. Recommends and develops policies and implements approved programs and policies designed to protect company and employee interests in accordance with company HR policies and governmental laws and regulations. Identifies and complies with legal requirements and government reporting regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Using the open door process, responds to all employee inquiries regarding policies, procedures, and programs.
- Must be able to work on-site.
- Promotes and nurtures agency culture and values
- Oversees the entire employment cycle (job postings, screening, interviewing, background checks, offer letters, HRIS entries and separations).
- Proactively and creatively identify sources for job postings and recruitment
- Onboards new employees and provide new employee orientation
- Together with program directors, managers and supervisors monitors and boosts employee morale
- Participates in salary surveys and makes recommendations to ensure positions are aligned to fair market value and within the agency's budget.
- Responsible for position management including updating job descriptions and providing salary recommendations based on research
- Collaborates with finance to ensure payroll runs smoothly (add new hires, employee termination or departure, changes in salary or benefits, etc.)
- Administers agency benefit programs (health, dental and disability insurances, retirement plans, leave, EAP, etc.), makes plan recommendations at renewal period, ensures accurate deductions in HRIS at onboarding and employee termination/departure
- Provides information, arrange informative sessions, promote financial literacy and encourage enrollment in benefits
- Investigates accidents and prepares reports for insurance carrier.

- Administers performance review program to ensure effectiveness, compliance, and equity within organization.
- Provides assistance to supervisors regarding counseling, disciplinary actions, development plans, and other employee relations issues. Updates the Executive Director on employment issues.
- Generates and /or sources appropriate human resources training materials for staff; presents either in-person, on-line or organizes training sessions.
- Maintains the Employee Handbook up-to-date and ensures new policies / procedures are communicated to employees as well as to our HRIS for incorporation into the on-boarding process.
- Maintains up-to-date knowledge of all state / federal changes impacting human resources and communicates same to senior management / employees.
- Recommends new or revisions to policies and procedures to the Executive Director and UM Board. Communicates changes to all staff.
- Responds timely to all requests from state / federal agencies, including verifications of employment and attends hearings as needed.
- Maintains an effective working relationship with all UM program staff and volunteers as well as community members involved with UM.
- Maintains a high level of confidentiality, impartialness and sensitivity to confidential situations involving staff.
- Must be able to attend Board meetings as needed, most are scheduled late afternoon / evenings.
- Other duties as assigned.

#### **EDUCATION / EXPERIENCE / SKILL SET REQUIREMENTS:**

- Bachelor's degree in Human Resources or Business Administration from an accredited college or university; current PHR certification.
- Bilingual (English / Spanish) strongly preferred but not required
- Minimum of 5 years' experience in human resources in progressive roles of responsibility, including experience with entire employment cycle, HRIS (Proliant a plus), and benefits administration.
- Clear and concise (verbal, written and listening) communication skills
- Ability to work with minimal supervision and multi-tasking
- Ability to identify and suggest continuous improvements in the agency
- Strong attention to detail with a high level of personal ownership
- Ability to take initiative, work independently and collaborate and work across functions
- Mid-level Microsoft Office proficiency
- Excellent troubleshooting and problem solving skills

The duties and responsibilities of this position are normally carried out in a regular office environment.. Job functions center on the ability to operate office equipment (copier, fax, telephone, computer), move around the office (stairs / elevator), occasionally lift up to 10 lbs., and provide own transportation to / from work as well as when needed to attend business-related functions.

EOE