

Human Resources Manager

Department

Administration

Immediate Supervisor

Deputy Executive Director of Finance and Operations

Job Summary

Supervises the Human Resources (HR) Department staff and activities.

Essential Duties and Responsibilities

- Oversees and manages the work of the HR Department and training staff, including developing and updating HR policies and procedures to align with best practices, organizational needs, and current applicable laws/regulations
- Monitors annual budget that includes HR services, trainings, professional development, certification activities, and employee recognition
- Develops and administers programs, procedures, and guidelines to help align the workforce with the strategic goals of the organization
- Develops HR solutions by researching and analyzing information and recommending courses of action
- Establishes and maintains department records and reports
- Participates in administrative staff meetings and attends other meetings such as seminars
- Maintains employee directories
- Coordinates training programs by providing necessary education and materials to employees, including but not limited to workshops, manuals, and employee handbooks
- Leads the implementation of the performance review system that includes creation of performance evaluations and employee improvement programs
- Assists with recruitment efforts for all workers: writing and placing advertisements; working with supervisors to screen and interview candidates; reference checking; job offers; new-employee onboarding; monitoring career-path programs and employee relations counseling; exit interviews; and any other elements deemed necessary by the organization
- Implements programs to help with occupational safety, wellness, and health
- Acts as liaison for employees and Workers Compensation program
- Ensures compliance with all federal, state, and local employment laws and regulations
- Other duties as assigned

Qualifications and Requirements

- Bachelor's degree in HR Management or Public Administration, with 3-5 years of progressively responsible HR experience
- Excellent written and oral communication skills, with the ability to build positive relationships at all levels

- Ability to exercise exceptional judgment and discretion, using good problem-solving and conflict resolution skills
- Strong work ethic and trustworthiness
- Experience in the public sector or non-profit organization a plus

Physical Requirements

- While performing the functions of this job, the employee is regularly required to sit, talk, or hear; is frequently required to use hands to handle or feel; and is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and color vision.