

<b>Job Title:</b>	Manager, Human Resources	<b>Report to:</b>	President
<b>Department/Group:</b>	Human Resources	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Corporate	<b>Travel Required:</b>	Travel Required up to 20%
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Full Time / Exempt
<b>Bonus / Type:</b>		<b>Amount / Frequency</b>	
<b>HR Contact:</b>	President	<b>Date Posted:</b>	
<b>Will Train Applicant(s):</b>		<b>Posting Expires:</b>	
<b>External Posting URL:</b>			
<b>Internal Posting URL:</b>	Send resumes to dmiranda@wilentz.com		

### Summary

Ensures the effective operation of the Human Resources Department. Designs, plans, and implements human resources programs and policies for staffing, compensation, benefits, immigration, employee relations, training, compliance, and health & safety. Ensures human resources strategies align with organizational business goals.

### Job Description

#### ROLE AND RESPONSIBILITIES

Plan, direct, and coordinate the activities of the key HR functions below.

#### Talent Acquisition

- Continuously evaluate staffing requirements to identify needs, shortfalls, or excess and collaborate with executive team on solutions.
- Design job descriptions with hiring managers in compliance with Federal and State laws, post to career websites, manage requisitions aggressively to meet target hire dates.
- Conduct initial screening of applicants, coordinate follow-on interviews with hiring managers, collect interview feedback, and prepare offer letters as required.
- Onboard all new hires, conduct new hire training as applicable, complete all new hire documentation within three days of start date.
- Coordinate immigration visa's with new hires when required.

#### Talent Management

- Design, implement and coordinate to sponsor a constructive and friendly working environment for employees to work productively.
- Design, implement, and manage a performance management policy that incorporates a user-friendly system, is feedback oriented, and incentive based.
- Triage employee relations issues with company leadership, advise on concerns and solutions, ensure proper implementation of solutions, assist managers with preparing disciplinary documentation.
- Receive, assess, and resolve all employee related concerns or complaints in a timely manner, advise CEO as required, conduct investigations when warranted.
- Track HR issues reported by management and employees, conduct analysis to identify trends or concerns, advise executive team on recommended solutions, implement solutions.
- Design and implement programs that contribute to the professional development of the workforce with a focus on leadership, communication, and ethics.
- Identify and track high performing employees, collaborate with managers to prepare professional development plans, and implement measures to retain top talent.

### **Compensation & Benefits**

- Ensure proper and timely processing of all payrolls, special payments, and other pay related request.
- Audit payrolls for accurate completion of timecards, proper computation of earnings, or identify other discrepancies.
- Conduct annual review of compensation plan to ensure it is competitive with regional market and similar roles.
- Ensure all terminations are properly processed in the payroll system.
- Onboard all new hires and conduct new hire training as applicable.
- Manage benefit plans, including medical, dental, vision, life insurance, 401(k), etc. by coordinating with proper vendors

### **Leave Administration (Includes disability/workers compensation processing)**

- Design, implement, and manage a company leave policy in accordance with Federal and State laws, disseminate to workforce, ensure each employee acknowledges policy.
- Process all disability and workers compensation claims in a timely manner in accordance with Federal and State laws.
- Coordinate a return-to-work plan for employees out due to injury or illness.
- Audit employee leave balances to ensure proper accrual and make required adjustments.

### **Health and Safety**

- Monitor the work place for hazards, identify concerns, mitigate risks, and maintain required documentation.
- Investigate all workplace injuries or illnesses, document findings, advise CEO as required, implement solution.
- Ensure all required Federal and State law posters are viewable in a common area.
- Plan, coordinate, and direct required or requested training on common work environment topics such as workplace violence and bullying, sexual harassment, discrimination, safety, or topics as they arise.
- Develop and implement employee health and wellness efforts.

### **Compliance**

- Conduct compliance inspections on functional areas to identify and correct any concerns.
- Publish updates of all Federal and State laws to the workforce.
- Ensure compliance with ADA, EEO, FLSA, OSHA, Privacy Act of 1974, SOX, USERRA, and any other applicable Federal and State laws.
- Liaison with legal team regarding any potential violations, advise CEO on findings and solutions, implement measures to mitigate future violations.

### **Miscellaneous**

- Work with managers on all terminations to ensure compliance with Federal and State laws and respectful dismissal of employee.
- Conduct employee surveys and exit interviews, analyze results for trends or concerns, advise executive team and recommend solutions, implement solutions.
- Conduct investigations on employee issues or workplace events as required, recommend solutions, ensure solutions are implemented.
- Develop and update the HR continuity plan to ensure delivery of HR services in the event of an emergency.
- Plan, coordinate, and assess effectiveness of employee engagement activities in order to foster a positive, productive culture.
- Champion change throughout the organization by ensuring a uniform understanding of the change, while taking steps to minimize the negative effects of change on the organization.
- Complete all task and projects as assigned.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Bachelor’s Degree in Human Resources or related field, equivalent experience will be considered.
- 5-10 years of HR Manager experience.
- Working knowledge of Federal and State laws.
- Experience with workplace investigations and reporting requirements.
- Experience managing direct reports.

**PREFERRED SKILLS**

- Master’s in Human Resource Management.
- HRCI Certification (SPHR or PHR)
- SHRM Certification (SCP or CP)
- Diverse HR background with experience in Talent Acquisition, Talent Management, Pay & Benefits, Risk & Compliance
- Computer savvy, experience with Microsoft Dynamics, Social Media Platforms, Job Search Engines
- Policy development and management (examples are welcomed during the interview process)
- Knowledge of ISO-9000, Six Sigma training

**COMPETENCIES**

- ABLE TO COMMUNICATE, BOTH WRITTEN AND VERBALLY, CLEARLY AND CONCISELY.
- MUST BE OUTGOING AND PERSONABLE, ABLE TO BUILD RAPPORT WITH THE MOST DIFFICULT OF PERSONALITIES.
- CAN VISUALIZE HR’S IMPACT ON BUSINESS OPERATIONS AND TAKE MEASURES TO INCREASE PRODUCTIVITY AND PROFIT.
- POSSESS THE ABILITY TO REMAIN FOCUSED IN HIGH STRESS SITUATIONS, DE-ESCALATE ALL PARTIES INVOLVED, AND QUICKLY RESOLVE.
- HAVE AN UNCANNY BIAS-FOR-ACTION.
- BE MORALLY AND ETHICALLY SOUND.
- COMFORTABLE WITH COACHING AT ALL LEVELS.
- OPEN MINDED, CAPABLE OF SEEING OUTSIDE-THE-BOX SOLUTIONS TO COMPLEX PROBLEMS.
- POSSESS BUSINESS ACUMEN, CAPABLE OF SEEING THE FINANCIAL IMPACTS OF HR ON THE BUSINESS.

**TOP 5 QUALITIES**

- INTEGRITY
- LEADERSHIP
- JUDGMENT
- DEPENDABLE
- ENTHUSIASTIC

**ADDITIONAL NOTES**

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	Oct. 30, 2023