



# POSITION DESCRIPTION

<b>Title</b>	<b>Human Resources Manager</b>
<b>Reports To</b>	Chief Administrative Officer/Finance Director
<b>Summary</b>	<p>The Human Resources Manager is responsible for ensuring organizational compliance with employment laws and best practices, maintaining accurate workforce data and generating needed reports, overseeing employee benefit programs and worker’s compensation administration, and leading an effective and efficient hiring process to meet the needs of various departments. The HR Manager supports organizational development efforts through regular communication of strategic updates, scheduling periodic inter-departmental meetings, and gathering feedback regarding professional development needs. The HR Manager serves as a liaison for payroll processes and third party (external) resources, and is a knowledgeable asset to employees as they navigate available HR programs, tools, and benefits.</p>
<b>Position Requirements</b>	<ul style="list-style-type: none"> <li>▪ At least 2 years’ experience in Human Resources</li> <li>▪ Bachelor’s degree</li> <li>▪ SHRM-CP or PHR certification</li> <li>▪ Proficiency with Human Resources Information System (HRIS) functionality</li> <li>▪ A valid driver’s license with insurability at normal risk rates</li> </ul>
<b>Key Responsibilities</b>	<p>The HR Manager works collaboratively with the entire team to provide support and complete work in the following core areas (and others, as business needs dictate):</p> <p><b>Recruiting &amp; Hiring Processes</b></p> <ul style="list-style-type: none"> <li>▪ Leads an effective and efficient hiring process by working with hiring managers to develop relevant source and screen strategies (e.g., online ads, creative approaches for hard-to-fill positions) and maintain a pipeline of qualified candidates for needed positions.</li> <li>▪ Supports hiring managers by completing screening and selection processes for employment candidates including maintaining employee recruiting files to ensure proper procedures are followed, conducting phone screens, scheduling interviews for open positions, and providing offer letters to selected candidates.</li> <li>▪ Designs and conducts a robust on-boarding experience for all new hires that is not only compliant with Federal and State laws, but provides a rich integration into the organization. Includes expectations for success,</li> </ul>



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benefits, handbook information, technology tools, and other pertinent information.

### **HR Data & Compliance Management**

- Maintains employee file system and computer database by recording all additions, changes, and terms.
- Ensures all workplace poster requirements, file management processes, and data collection and management processes are compliant with all Federal and State laws.
- Stays abreast of HR trends, best practices, and employment law updates in order to best manage critical HR processes that support the organization.
- Maintains organization and accessibility ease of the N: drive filing system (HR and HR Employee Info. folders)

### **Payroll & Benefits**

- Assists finance with the HR side of the payroll functions and reporting.
- Conducts reviews, updates, and analyses of policies and procedures, benefit packages, and wage/salary surveys.
- Leads the annual review and renewal of benefit programs, serving as liaison with insurance partners and employee team, vetting all options and making recommendations.
- Assists employees with navigating available benefit resources.
- Tracks and maintains FMLA, short-term disability, OSHA programs, and worker's compensation processes and documentation requirements.

### **Employee Communication & Relations**

- Serves as a knowledgeable support asset to employees as they navigate available HR programs, tools, and resources.
- Produces the monthly employee newsletter.
- Assists management with maintaining a regular, proactive, two-way flow of communication across the organization and its various functions, seeking feedback regarding needs and insight to continuous improvement.
- Works collaboratively with HR counterpart TLCo in order to share information and resources for the benefit of the organization and all employees.

### **Organizational Development**

- Supports organizational development efforts through regular communication of strategic updates, scheduling periodic inter-departmental meetings, and keeping a pulse on employee learning and development needs.
- Makes presentations to the Board of Directors, Committees, and Staff as required, such as with annual Benefits Renewals.



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	<ul style="list-style-type: none"> <li>▪ Reviews and updates evaluation and feedback systems, working with managers and employees to update processes/procedures as required to improve the organization.</li> <li>▪ Supports managers by tracking employee service dates and providing reminders regarding the timely completion of evaluations.</li> <li>▪ Supports the MT+ team by seeking resources both inside and outside the organization to meet professional development needs of all employee levels.</li> </ul>
<b>Traits &amp; Distinguishing Characteristics</b>	<ul style="list-style-type: none"> <li>▪ Strong interpersonal skills with the ability to collaborate effectively with all managers, supervisors, employees, TLA and TCo employees as well as benefits brokers and other third party providers.</li> <li>▪ High level of professionalism and integrity, with strong discretion and judgment skills, particularly when handling confidential and sensitive employee and organizational information.</li> <li>▪ Thorough knowledge of current HR best practices and legislation at both state and federal levels, with a focus on continuous learning in the field.</li> <li>▪ Thorough understanding of benefit plans, worker’s compensation and organizational policies.</li> <li>▪ Demonstrated ability to work autonomously in context of big picture goals, prioritizing work accordingly and shifting priorities as businesses needs dictate.</li> <li>▪ Strong organizational and project management skills, with ability to accomplish projects in a results-oriented, deadline driven environment while maintaining attention to detail.</li> <li>▪ Ability to multi-task, prioritize, and meet deadlines.</li> <li>▪ Ability to anticipate and plan for potential problems and issues.</li> <li>▪ Strong written and oral communication skills.</li> <li>▪ Proficiency in Microsoft Office.</li> <li>▪ Knowledge of office machines, methods, and processes.</li> </ul>
<b>Physical Demands</b>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> <li>▪ Much of the work of this position is completed while sitting at a desk, using a computer and phone and interacting with team members. Requires talking, hearing and visual acuity sufficient to perform these major functions.</li> <li>▪ Occasionally includes reaching above shoulder heights, below the waist or lifting up to 25 pounds for office equipment, supplies and materials.</li> <li>▪ Regularly requires manual dexterity to perform repetitive tasks.</li> <li>▪ Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust</li> </ul>



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	<p>focus.</p> <ul style="list-style-type: none"><li>▪ Regularly requires mobility in and around various office environments as well as other indoor and outdoor areas of the property in order to interact with employees from all TLA departments.</li></ul>
<b>Status</b>	Exempt (Salaried), Full-Time