

Human Resources Manager

Reports to: CEO/Treasurer
Date: 10/5/09

Department: Human Resources

Job Function: Under indirect supervision, responsible for all aspects of the human resources functions. This includes planning, coordination, implementation and administration of all human resources programs and policies to include employment, performance management, employee relations, compensation, benefits, training and reporting.

Duties and Responsibilities:

1. Manager and administrator of all HR policies and procedures.
2. Works closely with management to ensure organization is staffed to meet anticipated work demands. Oversees and responsible for all employment activities including placement of employment ads, mailing of EEO letters, reference checks, background checks, scheduling and conducting interviews, new employee orientations, scheduling pre-employment tests, working with employment agencies for temporary needs, new hire paperwork, conducting exit interviews, and analysis of termination statistics.
3. Orchestrates the Company's performance management process. For field personnel, compiles multi-rater input as the basis for all performance conversations. Conducts 3-month reviews and annual performance reviews dictated by anniversary dates. For office personnel, gathers multi-rater feedback to assist managers in writing annual reviews for their department. For project performance, sends out mid-project and project completion Client Satisfaction Surveys. Tracks the status of all reviews to ensure completion. Documents, tracks and administers disciplinary warnings and absence patterns. Maintains ABRA (HRIS system) and Halogen (Performance Management Database).
4. Assists on salary and wage administration issues. Facilitates annual process to determine field wage increases. Prepares Total Compensation statistics for each employee to receive following their annual review.
5. Assists with benefit vendor selection. Responsible for enrollment of all participants in benefit programs and troubleshoots issues as they occur. Enforces all privacy regulations as the Company's Privacy Officer.
6. Responsible for proactively searching for training opportunities. Works with outside vendors, ABC and General Supt. in scheduling in-house field training events. Coordinates events, updates training binder, monitors ABC Training Fund and requests reimbursements.
7. Responsible for Reporting including completing the annual EEO-1 Report, Vets 100 Report and Affirmative Action Plan. Provides employee information to Superintendents/ General Superintendent on a regular/as needed basis. Submits all Workers Compensation Claims and monitors the Return to Work Program. Makes updates to the Employee Handbook and assists in legal ramifications while ensuring fairness to all employees and applicants as the Company's EEO Officer. Monitors company initiatives and provides advice and guidance with regard to EEO goals and objectives. Assists in court case preparations.

8. Assists in Special Event planning including Annual Employee Meeting and Golf Outing. This includes purchasing prizes and/or coordination of service awards. Arranges social & recognition activities (topping off parties/pizza lunches/retirements).
9. Responsible for marketing/apparel including ordering all apparel, distributing to employees as needed, and filling all employee orders which are charged through payroll deduction. Tracks Safety Incentive Program and assists in ordering/dispersing awards.

Education: Bachelors Degree or equivalent. PHR preferred.

Minimum Experience: 5 years HR experience. Efficient with Microsoft Office.

Attributes:

Organizational Skills	Attention to Detail
Communication Skills	Thorough
Dependable	Time Management
Flexibility	Attentive listener
Consistent	Adaptability

Administrative Skills: Strong organizational skills.
Ability to communicate effectively with all levels.
Ability to follow policy and procedures.
Excellent verbal/written skills.
Ability to function in a high paced environment.

Machine Skills: Computer, calculator, telephone, copier, fax.

Working Conditions: Physical effort (up to 40 pounds), typing 50 words per minute.

Physical Demands: Sitting, standing, walking, lifting, carrying, reaching, fingering, handling, hand/eye/foot coordination, repetitive motions, talking, hearing.

Physical Strength: Sedentary work. Occasional lifting/carrying up to 40 pounds.

Vision Requirement: Ability to adjust vision to bring objects into focus.

Math: Ability to perform mathematical equations including simple addition, subtraction, division, multiplication and simple percentages.

Communicate: Ability to represent the organization in a professional and positive manner.

Contacts: Exchange information with employees, co-worker, subcontractors and vendors.