



Job Description

Human Resources Manager

I. Overview:

Category	Information
Job Title	Human Resources Manager
Division	(no Division)
Status	Exempt
Hours	40 -45 hours
Supervisor/ Reporting	President
Supervisory Responsibilities	HR Assistant

II. Description (brief)

The Human Resource Manager is directly responsible for the overall administration, coordination, and evaluation of all human resource functions for the organization. This includes, but is not limited to, all employment policies; employee recruiting, relations, and retention; employee orientations and trainings, employment law compliance; health and welfare programs; compensation; employee engagement; diversity programs; and performance management.

Updated: 07/22

III. Essential Job Duties & Responsibilities:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The duties of the position include, but are not limited to, the following:

No.	Essential Duty or Responsibility
1	Prepare, oversee, supervise, and implement all human resources and personnel policies and procedures. Oversee the preparation and updating of the employee handbook.
2	Lead, assist, and coordinate all employee recruiting, orientation, relations, trainings, and departures. Assists management in disciplining and terminating staff members. Build onboarding, mentoring and off boarding capability.
3	Work closely with management and employees to improve work relationships, build morale, and increase productivity and retention among staff members. Develop and oversee performance evaluations. Working as a thought partner with each Division, focus on timeliness and quality of the annual performance goal setting and performance review process.
4	Participate in the development of the organization's plans and programs including long-range planning and preparing annual PRE (Personnel Related Expenses) budget.
5	Address any employee concerns and complex employee relation issues. Conducts thorough and objective investigations.
6	Manage and orient employees on all employee benefits. Act as liaison with various insurance carriers.
7	Ensure compliance with all Federal, State and Local employment laws. Act as the organization's Diversity Officer. This includes leading the DEI Committee.
8	Maintain all aspects of the employee files, including unemployment claims, workers compensation claims, reference checks, leave of absences, wage garnishments, and exit interviews.
9	Participate in the Safety Committee and contribute to the overall safety of the staff. This includes working with the Safety Manager to ensure OSHA compliance, identify risks in the workplace, and assist with the securing of speakers for all staff safety trainings.
10	Other duties as assigned.

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IV. Qualifications & Conditions:

Category	Qualification(s)
Communication	<p>Excellent communications skills, including but not limited to, the ability –</p> <ul style="list-style-type: none"> • To speak, write and read English fluently and articulately; • To speak, write and read Spanish fluently and articulately; <p>Ability to write reports and other correspondence. Ability to speak and listen and respond effectively with managers, customers and the general public.</p>
Computer Skills	<p>Proficiency in computer and computer applications, including Microsoft Office programs (Word, Excel, PowerPoint, and Outlook).</p>
Driving	<p>Driving is required for this position. Therefore, the applicant must have the legal ability to drive a motor vehicle in California, proof of a valid California driver's license, have a good driving record, and adequate motor vehicle insurance.</p>
Education and/or Experience	<p>Bachelor's degree and 5+ years of Human Resource Generalist experience. Preference will be given to those with a SHRM or PHR certification.</p>
Leadership Skills	<p>Demonstrated ability to work well with others.</p>
Mathematical & Reasoning Skills	<p>Excellent mathematical and reasoning skills. This includes the ability to calculate figures and amounts such as interest, totals, and percentages. Ability to apply the basic concepts of math and bookkeeping. Ability to resolve practical problems and deal with a variety of concrete variables in situations where only limited information exists, and the ability to interpret data and/or instructions. Ability to interpret instructions furnished in written and oral form.</p>
Physical Demands	<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: While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or</p>

Updated: 07/22

Category	Qualification(s)
	feel objects, tools and/or controls, talk and hear. The employee is occasionally required to stand, walk, and reach using feet, legs, back, arms and hands. The employee must be able to lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.
Work Environment	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job: Moderate to high stress work pace. Environment may have frequent interruptions, time constraints, and emotional distress. Noise level is low to moderate. Corporate culture is friendly and goal oriented. Direct supervision is limited and requires self-motivation and organization.
Other Skills and Abilities	Strong attention to detail, proficient knowledge and experience with Word and Excel are required, and Sage software experience is preferred.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and functions.

Certifications

A copy of this Job Description was given to the staff member.

Date: _____

(Supervisor or Human Resources)

I received a copy of this Job Description.

Date: _____

(Staff Member)

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