



HUMAN RESOURCES MANAGER Job Description

Hours: Part-time (20 hrs/week)

Reports to: President/CEO

Salary: \$24-\$28/hour

Position Summary:

Manages all Human Resources activities including but not limited to recruitment and hiring, development and administration of personnel policies and procedures, employee insurance plans, employee relations, contract compliance, compensation, job descriptions, and personnel records.

Responsibilities:

- Responsible for recruitment and hiring including posting open positions, communicating with candidates, scheduling interviews, and related follow up
- Reviews and updates personnel policies and procedures
- Manages employee insurance plans
- Responsible for employee relations, contract compliance, compensation, job descriptions, and personnel records
- Advises President/CEO and Board of Directors on issues pertaining to Human Resources.
- Interprets personnel policies and procedures for SOA directors, supervisors, and staff.
- Handles sensitive employee relations issues.
- Conducts New Employee Orientations
- Fulfills contract compliance with Human Resources information.
- Serves as the Equal Employment Opportunity administrator.

- Maintains personnel records.
- Advises managers on disciplinary actions as needed
- Other duties as assigned.

Qualifications:

- Bachelor's Degree in a related field.
- Three or more years with increasing responsibility as a Human Resources generalist
- Knowledge of federal and state labor laws and regulations
- Must be able to work well with people from all cultures and backgrounds
- High level of integrity
- Strong skill level in managing sensitive employee matters
- Proven commitment to diversity
- Excellent oral and written communication skills
- Ability to be tactful, discreet, and confidential
- Must be computer proficient in Word and Excel
- Must have a valid driver's license, access to a vehicle, and adequate vehicle insurance