



JOB DESCRIPTION

Position: Human Resource Manager

Classification: Full Time Position, Exempt

Reports to: President

Date: February 27, 2019

General Summary

We are looking for a passionate and people focused Human Resource Manager who will partner with our Leadership Team to establish and enhance the employee experience through a foundation of integrity, respect, cooperation and commitment.

The Human Resource Manager will be directly responsible for the development of an employee-oriented company culture that emphasizes quality, continuous improvement, key employee retention and development, and high departmental performance. The H.R. Manager will be an advocate for the health and safety of our team. Development of the Human Resource department and their own personal ongoing development are a high priority to ensure we are an employer of choice in our community. The H.R. Manager will be included as a member of the Liniform Leadership team to assist and advise company managers with Human Resources issues.

Essential Functions

- Establishes HR departmental measurements that support the accomplishment of the company's strategic goals.
- Identifies and monitors the organization's culture so that it supports the attainment of the company's goals and promotes employee satisfaction.
- Oversees the implementation of Human Resources programs and identifies opportunities for improvement and resolves problems.
- Oversees and manages the work of reporting Human Resources staff. Encourages the ongoing development of the Human Resources staff.
- Establishes and leads the standard recruiting and hiring practices and procedures necessary to recruit and hire a Liniform culture centered workforce.
- Coaches and trains managers in their communication, feedback, recognition, and interaction responsibilities with the employees who report to them. Makes certain that the managers know how to successfully, ethically, honestly, and legally communicate with employees.
- Monitors and advises managers and supervisors in the progressive discipline system of the company. Monitors the implementation of a performance improvement process with non-performing employees.
- Conducts a continuing study of all Human Resources policies, programs, and practices to keep management informed of new developments.
- Coordinate all Human Resource training programs to meet agency and governmental standards, i.e. OSHA, HLAC, BWC, etc.
- Provides necessary education and materials to managers and employees including workshops, manuals, employee handbooks, and standardized reports.

- With the President and Vice President, communicates and manages Human Resources consultants, attorneys, and training specialists, and coordinates company use of insurance brokers, insurance carriers, pension administrators, and other outside sources.
- Leads the development of benefit orientations and other benefits training for employees and their families. Recommends changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.
- Leads company compliance with all existing governmental and labor legal and government reporting requirements including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act, Employee Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, the Occupational Safety and Health Administration (OSHA), and so forth.
- Manages the preparation and maintenance of such reports as are necessary to carry out the functions of the department. Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment.
- Participates in executive, management, and company staff meetings and attends other meetings and seminars.
- Keeps the President informed of significant problems that jeopardize the achievement of company goals, and those that are not being addressed adequately at the line management level.

Competencies

- Teamwork
- Ethics & Integrity
- Employee Focus
- Accountability & Dependability
- Decision Making & Judgment
- Adaptability & Flexibility
- Safety Focus

Required Education and Experience

- Proven Human Resource management or other relevant experience
- Experience in delivering excellent customer service to our employees
- Proven ability to manage multiple projects at a time while paying strict attention to detail
- Excellent listening, understanding, negotiation and presentation skills
- Active affiliation with appropriate Human Resources networks and organizations and ongoing community involvement preferred.
- Excellent verbal and written communications skills
- Minimum of a Bachelor's degree or equivalent in Human Resources, Business, or Organization Development.
- SHRM-CP, SHRM-SCP or equivalent a plus.

Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, with a variable schedule as agreed upon with the President. Saturdays, overtime, and the occasional schedule adjustment may become necessary to accommodate business needs.

Physical Demands

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.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift up to 50 pounds and occasionally move up to 100 pounds.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Manager _____

HR _____