

Position Overview: Human Resources Manager

The role is responsible for all Human Resources functions, including recruitment and retention, staff orientation and development, safety, employee relations, employee handbook, HR related policies and procedures, compliance, and the company document control process. The Manager - HR and Safety also advises Sr. management on issues related to performance management, legal compliance, staffing, organizational development and company culture. The position strongly supports the company values and continuous improvement philosophy through daily involvement and proactive leadership.

Duties and Responsibilities:

- Handles all HR related tasks and advises management on HR best practices. Ensures that HR operations are handled confidentially and in accordance with current Federal, State, and local standards, guidelines and regulations.
- Serves as the company's safety officer, ensuring that all aspects of safety program follow guidelines, are well documented, and that employees are properly trained. Maintains documentation related to safety training. Oversees incident report, RCA (Root Cause Analysis), preventative and corrective action processes for accidents, incidents, and near misses. Conducts safety audits.
- Executes the company's recruitment process and continuously improves same with input from the management team. Includes job description creation, recruitment advertising, candidate screening, and assisting managers in evaluating qualifications, interviews, and offers.
- Processes payroll, using outside or inside process as determined by management. Primary contact for payroll/HRIS vendor relationship.
- Performs pre-hire screening and onboarding/processing of new hires. Verifies employment eligibility (references, background/drug checks, I-9s, etc.). Processes new hire paperwork and maintains current employee records for all aspects of human resources.
- Advise managers on employee relations issues. Handles exit interviews. Responds to unemployment compensation claims.
- Assist with development of job descriptions in accordance with FLSA.
- Manages the performance review process including timely new hire reviews and assisting managers in establishing employee goals and conducting quarterly and yearly evaluations.
- Oversees employee training programs and maintains all training records.
- Administers and oversees the company's document control process to ensure that all departments are properly documenting and controlling process related documents. Manages document control to ISO 9000 level compliance.
- Maintains and periodically updates Employee Handbook and other written policies and procedures. Train staff as necessary on new policies, and maintains written documentation of all training, with employee sign-offs.
- Assists with Workers' Compensation to include communicating with vendors and recommending training to mitigate risk. Respond to workers' compensation claims.
- Manages benefits processes and works to provide quality benefits at best possible value. Makes benefit change recommendations to management based on budget and benefit to staff.
- Other HR related projects as determined by management. Such as employee morale surveys, benefit surveys, compensation benchmarking and strategies, and succession planning.
- Manages department to defined budget. Works with President and Accounting to establish a department budget, forecasting, and variance analysis.
- Supports and fully participates in the company's continuous improvement processes and adheres to all company procedures and policies.



- “Follows and Lives” the company’s stated values and works to promote our values with co-workers when needed - in a respectful and professional manner. As a key leader within the company, generally works with the management team to develop and maintain a healthy, positive, open, team-oriented culture.
- Other duties as assigned.

Skills:

- Self-motivated, high energy level and a “willingness to go the extra mile”. Works successfully in a structured environment and exhibits strong leadership characteristics.
- Must have both excellent technical writing and verbal communication skills.
- Be able to conduct work autonomously, without continuous oversight or input. Communicates well to management regarding open projects, status, problems, issues, etc.
- Strong follow-through skills to complete projects “on time” and at budget.
- Independently pursues continuing education in field of expertise, to insure up-to-date knowledge and standing in the HR field.

Reports To:

- Officially reports to the President
- May also take direction from the President or Board of Directors for special projects.

Qualifications and Skills:

- BS / MS Human Resource Management
- HR certifications, and related continuing education / certifications as required.
- Safety Management Certifications as required.
- Minimum of 5 years relevant work experience required.
- High proficiency in Microsoft Office suite.
- Ability to complete tasks accurately, efficiently, and on time in fast paced environment.

