

## **Human Resources Manager**

### **POSITION OBJECTIVE/SUMMARY:**

The Human Resources Manager is responsible for the day-to-day operations of the Department of Human Resources which include: Employment/Recruitment, Employee Benefits and Compensation, Administration, Agency Policies and Procedures, Employee Relations, to ensure Kedren is in legal compliance with Agency operational, state and federal requirements.

### **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION:**

- A graduate from accredited college in Human Resources or Business Administration.
- At least five years of Human Resources management experience preferred and knowledge of state and federal labor laws are required.
- Proficiency in HRIS/Payroll, MS Word, Excel computer software systems.
- Must be organized, detail oriented, the ability to handle confidential information, and to interface effectively with all levels of management.
- Excellent written, verbal communication and interpersonal skills.
- Must have the ability to multi-task, problem solve, meet deadlines and follow through on work assignments in a fast-paced environment.

### **GENERAL STATEMENT OF FUNCTIONS:**

- Direct, manage, supervise, train, and motivate staff relating to the day-to-day operations of the Department of Human Resources. Ensures all service-oriented goals are fulfilled as required by management.
- Review and approve Personnel Action Notice (PAN) forms according to legal and Agency compliance requirements and delegates to staff for data entry processing
- Works with management staff to provide adequate staffing of positions, competencies, and qualifications. Interviews, pre-screen, recruit, create job descriptions, recruitment advertisements and job postings according to staff requirements set forth by management
- Conduct Exit Interviews and prepare reports from data gathered for management review purposes.
- Develop and implement employee policies, procedures, and forms while ensuring compliance with agency, state and federal requirements. Administer and update Employee Handbook as required.
- Ensure all personnel files are in legal compliance with state/federal and agency requirements.
- Prepare monthly statistical reports including: employee staffing/turnover, work related injury, illness, accident, compensation, benefits enrollment/termination, leaves etc.
- Work with outside Agency's and the Employer's Group regarding labor relations issues on behalf of Kedren.
- Conduct New Hire and Employee Benefits Orientation and participates in planning, implementing, and evaluation of employee, Agency, and community based sponsored events.
- Conduct and analyze salary surveys and current trends using related information and outside sources. Assists with the development and implementation of approved job classifications and salary structure.
- Oversees the performance evaluation process and reviews according to Agency standards.
- Attend educational and training seminars on behalf of Kedren relating to state/federal labor law updates, HRIS/Payroll System and various areas of Human
- Assists in other duties and special projects as assigned.

Required experience: Human Resources: 5 years

**At Kedren we Value Workforce Diversity AND EOE M/F/D/V.**