

Personnel and Human Resources Manager

Grade: 38

Reports to:	Department:
Classification:	Division:
Date:	Approved:

ESSENTIAL FUNCTIONS:

1. Under the direction of the Assistant to the President, develops and administers various human resources plans and procedures for all company personnel.
2. Plans, organizes, and controls all activities of the department. Participates in developing department goals, objectives, and systems with Assistant to the President, and recommends necessary changes.
3. Implements and annually updates compensation program; rewrites job descriptions as necessary; conducts annual salary surveys and develops merit pool (salary budget); analyzes compensation; monitors performance evaluation program and revises as necessary.
4. Develops, recommends, and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures; performs benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost effectiveness, information activities program, and cash flow for said program.
5. Develops and maintains affirmative action program; files EEO-1 annually; maintains other records, reports, and logs to conform to EEO regulations.
6. Conducts recruitment effort for all exempt and nonexempt personnel, students, and temporary employees; conducts new-employee orientations; monitors career pathing program, employee relations counseling, outplacement counseling, and exit interviewing; writes and places advertisements.
7. Participates in administrative staff meetings and attends other meetings, such as seminars.
8. Evaluates reports, decisions, and results of department in relation to established goals. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.

ADDITIONAL RESPONSIBILITIES:

1. Establishes and maintains department records and reports.
2. Maintains company organization charts and employee directory.
3. Performs other incidental and related duties as required and assigned.

EDUCATION AND EXPERIENCE:

Equivalent to appropriate four-year college program.

JOB PREREQUISITES:

Three (3) to four (4) years' personnel experience. Strong verbal and written communication skills. Good organizational skills. Familiarity with applicable state and federal regulations. Personal leadership skills.

INDEPENDENT ACTION:

Responsible for centerwide human resources planning and development. Unusual personnel problems, decisions involving a high dollar impact referred to supervisor.

SUPERVISORY RESPONSIBILITY:

Provides functional guidance for administrative support needs.