



## BASC Job Description

<b>Job Title:</b> Human Resources Manager	<b>Department:</b> Human Resources	
<b>Reports To:</b> Assistant Executive Director	<b>Pay Grade:</b> 18	<b>FLSA Status:</b> Full-Time, Exempt
<p><b><u>Position Summary:</u></b></p> <p>The Human Resources Manager is responsible for maintaining and enhancing the organization’s human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.</p>		
<p><b><u>Essential Functions:</u></b></p> <p><b><u>HRIS – 5%</u></b></p> <ul style="list-style-type: none"> <li>• Takes overall ownership for the company’s HRIS.</li> <li>• Maintains accurate benefit program profiles including any changes to rates or benefit provisions.</li> <li>• Explores and recommends further development of the HRIS, and implements additional modules/applications as applicable.</li> <li>• Serves as Security Master for the HRIS.</li> </ul> <p><b><u>Legal Compliance – 20%</u></b></p> <ul style="list-style-type: none"> <li>• Maintains knowledge of employment law and changes in law and communicates appropriate information to members of the management team.</li> <li>• In collaboration with the Assistant Executive Director (AED), develops and implements policies and procedures to assure organizational consistency and legal compliance. Assures that all policies and procedures are appropriately communicated to staff.</li> <li>• Develops and produces employee and student employee handbooks. Revises as necessary. Assures that handbooks are distributed to and signed acknowledgements received from staff.</li> <li>• Assures development and maintenance of HRIS and other HR recordkeeping systems to meet legal and organizational requirements.</li> </ul> <p><b><u>Employee/Labor Relations – 40%</u></b></p> <ul style="list-style-type: none"> <li>• Assists Asst. ED in leading the management team in the (re-)negotiation of the union contract. Assures management compliance with contract provisions. Coordinates any related grievance and arbitration procedures.</li> <li>• Maintains a productive relationship with the union president.</li> <li>• Coaches and counsels managers regarding employee behavior, discipline and discharge issues.</li> <li>• Works with managers to develop appropriate disciplinary action recommendations for review with the AED.</li> <li>• Coaches and counsels employees regarding employment issues and concerns.</li> <li>• In consultation with the AED, conducts workplace investigations as needed.</li> <li>• Conducts exit interviews as necessary or requested.</li> <li>• Assists in developing and implementing employee engagement programs (i.e. BASC BINGO)..</li> </ul>		



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### **Employee Benefits/Compensation – 20%**

- Works with the AED to develop benefit and compensation programs to foster organizational goals and enhance recruitment and retention.
- Works with benefit program vendors to assure excellent service and communication with employees.
  - Compensation
    - Develops and updates job descriptions for all positions for review with AED.
    - Makes recommendations to maintain a competitive compensation structure that establishes appropriate internal and external equity.
    - Works in collaboration with Payroll to assure compliance with all applicable wage and hour regulations.
  - Employee Benefits
- Keeps abreast of developments in the employee benefits area and proposes new products and/or changes to current plans to maintain competitive total compensation package.
  - Researches vendors and contract renewal process for welfare benefit plans.
  - Assures benefit administration and record keeping meet all legal requirements.
  - Develops employee communication tools to disseminate benefits information to all employees.
  - Answers employee questions regarding benefit eligibility, and provisions and terms of all benefit plans.

### **Employment– 10%**

- Develops overall staffing and hiring strategy in collaboration with the management team.
- Oversees the recruitment, hiring and on-boarding process.
- Determines proper advertising and posting procedures
- Assures pre-employment background investigations are completed per policy and makes recommendations to the AED in the event of negative findings.
- Develops procedures and trains managers regarding effective and legal hiring processes.
- Develops on-boarding procedures and assures compliance.
- Coordinates all employee orientations and leads the “Corporate Orientation” and “Respect in the Workplace” trainings.
- Takes a lead role in coordinating annual “Return to Work” and “End of Year” meetings.
- Coordinates company’s annual training calendar and makes recommendations for enhancements.
- Assists in the development of and implements performance appraisal process; assures compliance.

### **Other – 5%**

- Provides backup and assistance for all duties of the HR Administrator during high volume work periods and in her/his absence.
- Perform other duties as assigned.



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### **Education and Training**

BS Degree in Human Resources, Business Administration or related area. Experience working in a union environment preferred. Any combination of education and experience demonstrating an ability to do the job will be considered.

### **Work Experience:**

- Minimum of 3-5 years of experience in an Human Resource Manager role or similar position.

### **Physical Demands:**

- Ability to lift/move 30 lbs.
- Good visual acuity for reading reports, computer work, etc.
- Ability to move around campus as necessary.

### **Licensure/Certification:**

SHRM-CP, SHRM-SCP, PHR, SPHR, and/or GPHR preferred

### **Skills/Abilities:**

- Adept in the use of Microsoft Office Suite applications
- Experience with HRIS, payroll, and time keeping systems (ADP preferred).
- Demonstrated understanding of benefits administration, compensation management, and employee relations.
- Time management and organizational skills, attention to detail and accuracy.
- Demonstrated ability to communicate effectively with others both orally and in writing.

### **Work Environment:**

Typical Office: temperature changes by season, office equipment hazards, noise.

<b><u>Completed By:</u></b>	Anna Hintz, Assistant Executive Director
<b><u>Approved By:</u></b>	Dana Weiss, Executive Director
<b><u>Date:</u></b>	September 15, 2017