



# Human Resource Manager

Date: 10/04/2018

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**Reports to:** Executive Director

**Department:** Human Resources

**Classification:** Exempt

**Status:** Full-time

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## POSITION SUMMARY:

Develop and manage human resource activities, such as employment, compensation, labor relations, benefits, training, safety and health, and employee services.

## ESSENTIAL FUNCTIONS:

- Proposes, publishes and administers Personnel Policies and Procedures for the entire organization.
- Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale.
- Identifies legal requirements and government reporting regulations affecting Human Resource function (i.e. OSHA, EEO, Wage and Hour). Monitors exposure of the organization and prepares information requested or required for compliance. Acts as primary contact with applicable outside government agencies.
- Prepares, recommends, and maintains forms, policies and procedures for personnel transactions and reporting personnel data.
- Administers job classification programs and prepares job descriptions for review.
- Conducts recruitment efforts for all personnel, including writing and placing advertisements as needed.
- Processes all new employees and all change-of status forms.
- Maintains permanent personnel records.
- Provides public information such as verifying employment.
- Conducts orientation and training programs.
- Monitors unemployment claims and assists departments with appeals.
- Monitors performance appraisal programs to ensure required completion.
- Monitors worker's compensation claims and coordinates work between employee and insurance carrier.
- Administers employee benefit programs and all organizational insurance policies.
- Participates in establishing goals that support the agency mission, philosophy, and visions.
- Upholds and promotes the Core Values and Mission Statement of SEK-CAP, Inc.
- Supports management decisions both in actions and word
- Maintains and assures confidentiality and privacy of SEK-CAP, Inc. customers.
- Provides leadership, which promotes harmony with the agency's strategic priorities and organizational values.
- Promotes positive public relations.
- Other duties as assigned.

## KNOWLEDGE AND EXPERIENCE:

Essential:

1. Basic computer skills on IBM compatible P.C. systems and software.
2. Superior interpersonal skills. Ability to get along with diverse personalities. Tactful, mature, and flexible.

3. Ability to meet and deal tactfully with the public and to communicate effectively and clearly both orally and in writing.
4. Resourceful and well organized.
5. Must be of excellent moral character.
6. Ability to establish and maintain positive, effective working relationships.
7. Ability to learn and adapt.

Desired:

1. Minimum of one-year previous experience in the Human Resource field.
2. Previous experience as a trainer and with public speaking.

**EDUCATION AND QUALIFICATIONS:**

1. BS/BA degree in Human Resource Management, Business or a related field OR an equivalent combination of experience and/or formal training and education.
2. Possess current, valid driver’s license and meet agency insurance underwriting guidelines.
3. Submit to and pass standard criminal history check.
4. Submit to and pass standard drug screen test.
5. Obtain CPR and First Aid Certification.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Sit;
2. Use hands to finger, handle, or feel;
3. Reach with hands and arms;
4. Occasionally required to stand; walk and stoop, kneel, or crouch;
5. Regularly lift and/or move up to 10 pounds;
6. Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus;
7. Occasional exposure to wet and/or humid conditions;
8. Outside weather conditions;
9. Extreme cold and extreme heat;
10. Noise level is usually quiet to moderate.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**ACKNOWLEDGEMENT:**

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date