

## **JOB DESCRIPTION – HUMAN RESOURCES MANAGER**

**Job Title:** Human Resources Manager

### **POSITION SUMMARY**

The Human Resources (“HR”) Manager has overall responsibility for the HR function as it relates to all FBCC team members, including employee relations, compensation and benefits administration, development, implementation and administration of FBCC’s human resources programs and employment policies, personnel record-keeping, workers compensation. The HR Manager performs work on the application of employment, benefits and workers compensation laws and regulations and FBCC’s employment policies in the contexts of hiring, discipline, employment termination, training, compensation, benefits, leave, equal opportunity and other human resources issues. The HR Manager reports to the President. The Human Resources Manager also performs such other functions as may be assigned by the President.

### **ESSENTIAL FUNCTIONS**

1. Prepare and maintain accurate records, files and reports, including responsibility for maintaining personnel records, including personnel action forms, timesheets, contracts, and consultant agreements.
2. Organize and work independently on multiple assigned tasks/projects and complete assignments within specified deadlines.
3. Communicate effectively verbally and in writing to all levels of staff and management, outside officials and agencies, and the public, expressing ideas and instructions clearly and concisely.
4. Compile and analyze complex information, and research and develop solutions to complex issues.
5. Work well under pressure.
6. Accurately follow verbal and written directions from senior management.
7. Recommend, develop, interpret and clarify personnel procedures and policies.
8. Conduct research regarding employment issues, benefits, workers compensation and personnel procedures and, working with Administration, apply the conclusions to FBCC’s personnel policies and practices.
9. Assist in hiring, including developing job descriptions and job advertisements, and screening and interviewing candidates.
10. Develop, implement and manage a centralized recruiting process.
11. Demonstrate skills critical for managerial success including leadership, decisiveness, flexibility, sound business judgment, and highly developed personal, analytical and communication skills.

### **JOB RESPONSIBILITIES**

1. Maintain knowledge of and ensure compliance with employment-related laws and regulations.
2. Maintain all personnel files, I-9 records, drug and alcohol screening and background investigation results, and other personnel records, and ensure FBCC is in compliance with all

laws and regulations and demonstrates “best practices” in regard to personnel information management.

3. Develop and implement human resources programs and policies and periodically update FBCC’s Personnel Manual.
4. Maintain inter- and intradepartmental work flow by providing information to and cooperating with co-workers.
5. Assist in hiring by providing job descriptions and advertisements, and in the case of hiring of senior team leaders, by screening and interviewing candidates.
6. Work with Administration on matters involving benefits, employee safety and workers compensation issues.
7. Develop, implement and participate in employee recognition programs.
8. Enhance job performance by applying up-to-date professional and technical knowledge gained by attending seminars and conferences and reviewing professional publications.
9. Perform other duties as assigned by the President or other senior management.

## **QUALIFICATIONS**

### **Experience, Education and Licensure**

1. Bachelor’s degree in HR Management or related discipline preferred.
2. At least 5- years of professional experience across all HR disciplines, including employment, benefits, compensation, employee relations, training and development, workers compensation and conflict resolution.
3. Experience working with a diverse workforce.
4. Prior experience working with a non-profit community services corporation a plus.

### **Required Skills and Abilities**

1. Communicate effectively, verbally and in writing, to a diverse audience.
2. Plan, organize and prioritize work.
3. Assign and supervise the work of others.
4. Demonstrate the highest level of ethical behavior.
5. Remain flexible in order to adapt to changes in work environment.
6. Study and apply new information, and take initiative.
7. Excellent time-management, problem-prevention and problem-solving skills.
8. Work accurately with close attention to detail.
9. Maintain confidentiality of sensitive information.
10. Possess a work ethic that includes neatness, punctuality and accuracy.
11. Exhibit a professional, businesslike appearance and demeanor.
12. Basic computer skills, including e-mail, word processing and spreadsheets.
13. Excellent interpersonal skills to facilitate interaction with the workforce.

## **WORK ENVIRONMENT**

1. Ability to work in an office setting.
2. Position may require extended hours including evenings and weekends, travel to multiple work sites and occasional out-of-town travel.