

Human Resources Manager Job Description

Job Title: Human Resources Manager	Effective Date:
Department: Human Resources	FLSA Status: Salaried, Exempt
Reports To:	
Approval Signature:	Approval Date:

PURPOSE AND SCOPE

Under the direction of the Director of Human Resources, performs recruitment, hiring, employee relations, and other generalist human resources functions for Hawaii Human Resources and their clients; assists the Chief Operating Officer in developing, implementing, and monitoring programs, policies and procedures for clients and HiHR.

ESSENTIAL JOB FUNCTIONS

Provides consultation and assistance to clients on employee relations issues including performance appraisals; coaching, training, and counseling employees; preparing proper documentation of employment actions; and taking appropriate corrective action in accordance with company employee relations policies and procedures

Carries out recruitment activities for clients and company: prepares and posts vacancy notices; prepares and places advertisements for open positions; contacts or develops other recruitment sources; screens applications and resumes; interviews candidates and refers to client; checks and documents applicant references.

Manage reporting and tracking of all insurance related claims, such as Worker's Compensation and TDI. Maintain current files and return of work status for employees affected. Implementation & management of company safety program.

Performs hiring activities for clients and HiHR: Makes employment offers to candidates and prepares letters of offer; conducts new employee orientation, including preparing new-hire orientation packages. Schedules/coordinates employees for pre-employment drug screens as needed.

Conducts exit interviews; analyzes interview data and assists in making proactive recommendations to maintain positive employee relations and minimize turnover; provides departing employees with relevant information.

Will represent the company in unemployment hearings, company/client investigations, prepare responses to federal and state enforcement agencies.

Conducts compensation and benefit surveys; identifying and analyzing training needs; developing and presenting internal and external training programs for clients and the Company.

Manages in the implementation, administration and communication of compensation and benefits programs for clients.

Assists in the proactive development, implementation and administration of: employee recognition programs, human resource policies and procedures; other employee relations programs and projects that contribute to a positive and productive work environment.

Performs other related duties as may be required or assigned by the Chief Operating Officer.

KNOWLEDGE/SKILLS REQUIRED

BA from an accredited college or university with a major in Business, Human Resources or other related field; a minimum of three to seven years of responsible experience in Human Resources, or any combination of education and experience which would provide the necessary knowledge, skills and abilities to meet the minimum qualifications to perform the essential functions of this position.

Working knowledge of computer operations (MS Word, MS Outlook, Excel, MS Office, and PowerPoint). Up-to-date working knowledge on the following personnel functions: training/development, labor relation, benefit administration, performance issues, recruitment/selection.

Familiarity with personnel legal issues, federal & state employment laws, ability to create effective policies and procedures that are applicable to the facility; ability to counsel/advise management and employees on personnel related matters.

Superior verbal & written communication skills; ability to receive and give instructions; ability to make presentations to company management and clients.

PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires working under deadlines and effectively dealing with frustrating situations; and establishing and maintaining cooperative and productive work relationships.

Attention to detail; written and verbal comprehension; logical reasoning; ability to formulate ideas and opinions; ability to handle multiple priorities; ability to anticipate needs of the company; implement short and long term solutions to needs; ability to plan and implement projects; ability to resolve complicated / technical issues.

Must be physically able to access all work areas and perform all tasks and services required to fully perform the requirements of the job. Job duties necessitate sitting, fingering, grasping, writing, standing, stretching, bending, walking and repetitive motions. Ability to lift up to 25 pounds.

Duties require the use of considerable initiative, inquiry, judgment, problem solving and working under minimal direction.

Requires communicating effectively both orally and in writing, giving instructions or directives to others; following instructions or established procedures.

The company reserves the right to change or modify all job descriptions as needed. Managers will advise Human Resources of those changes before they come into effect so that the job description can be updated. Managers are responsible for notifying team members of those changes.

Please direct any questions regarding this job description to you manager.

I hereby acknowledge and accept all responsibilities as a Human Resources Manager.

Print Name

Signature

Date