

POSITION DESCRIPTION

JOB TITLE: HUMAN RESOURCES MANAGER (Part-time)

DEPARTMENT: Human Resources
REPORTS TO: ALI Deputy Director
FLSA STATUS: Exempt

SUMMARY: Propose, implement, administer, and evaluate employment policies, procedures, and programs in all human resources areas, including recruitment, compensation, employee benefits, performance evaluation, grievances, counseling, and communications. .

ESSENTIAL DUTIES include the following. Other duties may be assigned.

1. Partner with executive offices and director peers to ensure human resource policies and practices are in sync with Institute's philosophy as well as objectives.
2. Manage employee benefit and compensation programs, including health and welfare, retirement, leave, and disability plans.
3. Handle the recruitment function, including internal and external postings, applications, interviews, testing, and hiring.
4. Recommend and draft new and/or changes to existing policies and procedures as warranted.
5. Ensure compliance with applicable local, state, and federal laws.
6. Respond to official/governmental/agency requests for employee-related information.
7. Maintain effective employee relations, including assistance resolving professional issues, anticipating and responding to questions regarding any phase of human resources, counseling on disciplinary and performance issues.
8. Manage performance review process, including merit recommendations.
9. Coordinate training and staff development programs.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret information relevant to the field of human resources, including technical and financial reports, survey data, benefits plans and contracts, and relevant legal information. Ability to respond to inquiries or complaints from employees or regulatory agencies. Ability to communicate complex information well and clearly, both orally and in writing. Ability to present information and recommendations effectively to executive staff.

REASONING ABILITY:

Ability to organize and perform multiple tasks and meet established deadlines. Strong interpersonal skills, including sound judgment.

MATHEMATICAL ABILITY: Basic math capabilities, including the ability to add, subtract, multiply, divide, calculate averages and percentages.

EDUCATION and EXPERIENCE:

Bachelor's degree plus three to five years generalist HR experience; or five or more years related experience and training in all areas of responsibility; or equivalent education and experience in all areas of responsibility. CEBS a plus.

TECHNICAL SKILLS:

Proficient in Outlook and Microsoft Office.

DISCLAIMER: The information included in this position description is designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____

Director of Human Resources: _____