

## **Human Resources Manager**

### **Job Description:**

Develop, direct and administer Human Resources / Payroll policies and programs. The major areas covered are recruiting, EEO, salary administration, employee relations, benefits, record retention, training / development and drug testing. Originate Human Resources practices and objectives that will provide a balanced program throughout the company.

### **Essential Responsibilities:**

- Formulate and recommend Human Resources and employee relations policies and objectives to establish a positive employer-employee relationship and promote a high level of employee morale.
- Identify legal requirements and government reporting regulations affecting Human Resources function.
- Protect the interest of employees and the company in accordance with company Human Resources policies and governmental laws and regulations. Approve recommendations for terminations.
- Establish wage and salary structure, pay policies, performance evaluation programs, employee benefit programs and services. Monitor for effectiveness and cost containment.
- Establish standard recruiting and placement practices and procedures; interview candidates for full-time regular positions.
- Establish in-house management training programs; address employee development and company needs.
- Direct and/or prepare periodic reports to senior management.
- Conduct periodic performance evaluations, make recommendations for salary increases (promotion, merit, adjustment), transfers, hires, and disciplinary action (terminations).

### **Job Requirements:**

- BS degree or equivalent in Human Resources.
- Specialized training in compensation, EEO, employee relations and benefits are desirable.
- 8 years experience gained through increasingly responsible management positions within Human Resources.
- Ability to communicate effectively verbally and in written form.
- Must have patience, understanding of others needs, and maintain strict confidence.
- Requires thorough knowledge of state and federal employment and benefit laws.