



Job Description

Job Title	Human Resources Manager		
Reports to:	Chief Administrative Officer	Department:	Administration
Employee Type:	Full-Time	Classification:	Exempt
Supervisory Responsibilities:	None	Number of Employees:	None

Position Summary:	The Human Resource Manager is responsible for aligning business objectives with employees and management. The Human Resource Manager also partners across the organization to deliver value-added services to management and employees that reflect the business objectives of the organization. This position maintains an effective understanding about the business unit and its culture.
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Essential Functions

- Plan, organize, and manage all activities of the HR department. Participate in developing department goals, objectives, and systems.
- Formulate and recommend program goals and objectives in all areas of Employee Relations, Equal Employment Opportunity and Diversity, Equity, and Inclusion.
- Consult with line management and employees providing HR guidance when appropriate.
- Manage and resolve employee relations issues; conduct effective, thorough, and objective investigations.
- Manage/Run payroll and enter personnel changes
- Administer benefit plans
- Review and process HR Vendor payments.
- Administer performance review program to ensure effectiveness, compliance, and equity within Organization. Provide day to day performance management guidance to line management (coaching, counseling, career development, disciplinary actions).
- Work closely with management and employees to improve work relationships, build morale, employee engagement, and increase productivity and retention.
- Write personnel policies. Assist in the maintenance of the employee handbook on policies and procedures; responds to inquiries regarding policies, procedures, and programs.
- Provide union contract guidance and interpretation. Responsible for administering collective bargaining agreement. Serve as a liaison and provide guidance, as needed, for all union matters.
- Identify legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.
- Manage HR programs and procedures and implement continuous improvement initiatives to ensure efficient and effective practices. Analyze trends and metrics to develop solutions and programs.

- Serve as a leader in creating safe work environment in partnership with work location management.
- Develop recruiting strategies with hiring managers, and responsible for the coordination of all employment advertising. Create and publish professional recruiting materials and advertising as needed.
- Support Hiring Manager during screening and selection processes; prepare interview guides and facilitate screening interviews to determine which candidates meet minimum qualifications.
- Ensure completion of background and reference checks. Extend offers of employment to selected candidates.
- Prepare for new hire – orientation, building access, workstation preparation. Assure the successful onboarding of employees is facilitated in a timely and complete manner to foster positive attitude toward the Organization’s goals. Monitor career pathing and exit interview programs.
- Participate in vendor relationship management by sourcing vendors and acting as key liaison and contact for coordination of work through third party vendors including negotiating rates.
- Perform administrative work, including correspondence and filing of documents required by business.
- Other duties as assigned.

Knowledge, Skills and Abilities

- Strong interpersonal and negotiation skills
- Strong project management skills
- Excellent verbal and written communication skills
- Effective conflict management skills
- Develop strong trusting relationships to gain support and achieve results
- Effectively envision, develop, and implement new programs and procedures to address line management and employee issues
- Manage multiple conflicting priorities
- Be flexible and available to interact with employees at all levels
- Be self-directed and motivated
- Take initiative to identify and anticipate line management and employee needs and make recommendations for implementation

Experience

Minimum of 5 years of increasing HR responsibilities. Working knowledge of multiple human resource disciplines including hiring and selection, employee relations, performance management, learning and development, federal and state employment laws, payroll, and labor relations. Relevant experience in nonprofit, human services, or utilities industry a plus. Must be proficient in MS Office, including Excel.

Education

Bachelor’s Degree in HR or Business-related field, or equivalent years’ business experience along with post-secondary education in business or related field. Professional HR Certification (PHR, SPHR, SHRM-CP, SHRM-SCP) preferred.

Physical Requirements

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel objects, reach with hands and arms, and to stand, walk, bend or lift up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust and focus. THAW will make reasonable accommodations necessary to comply with the ADA regulations.

Travel Requirements

Travel for this position may be approximately 10-20%. Must have reliable transportation, valid driver's license and insurance.

Work Environment

This position operates in professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Job Type

Full-time, Monday through Friday, 8:30 a.m. – 5 p.m.

Pay

\$65,000.00 - \$70,000.00 per year

COVID-19 Considerations

THAW has instituted mandatory vaccine requirements for all staff and COVID-19 protocols to ensure staff and visitor safety. Temporarily, staff are required to work a hybrid schedule (2 days in the office/3 days remotely, in home office).