

## **HR Manager**

### **Position Description**

**Education:**

Bachelor's degree in Business Administration or other related field with emphasis in Human Resources or at least 5-7 years' experience required.

**Experience:**

Five to seven years' experience in Human Resources is required. Experience in higher education is a plus. Broad knowledge and experience in employment law, compensation, organizational development, employee relations and development required. PHR/SPHR required within one year of employment.

**Reports to:**

Chief Operating Officer

**Purpose:**

The HR Manager carries out responsibilities in the following areas: employment, benefits/compensation, FMLA, retention, performance management and employee relations. Provide guidance to departments and employees regarding staffing, policy protocols, and fair employment practices such as American Disability Act, Equal Employment Laws, FMLA, and others.

**Responsibilities:**

Facilitates and ensures the completion of the selection, hiring, enrollment, denial, and internal transfer process of qualified candidates.

- Oversees the recruitment of new employees including appropriate recruitment and retention strategies.
- Recruit and hire a qualified and diverse workforce.
- Assures the applications are reviewed in a timely manner.
- Interviews and screens for the best possible candidates.
- Facilitates interviews with departments.
- Assures prompt follow-up with candidates and deans/directors.
- Assures specific criteria for each position is met.
- Identifies appropriate advertisement media and develops ads.
- Obtains appropriate references as well as licensure, CPR, transcripts when applicable.
- Conducts all employee orientations.
- Participates in community events such as career fairs.
- Facilitate interview skill development among deans/directors.
- Assures that employment hiring practices are consistent with nondiscrimination philosophy and without regards for unjust discriminatory factors.

Provides guidance to employees to act as a resource for FMLA, MLOA, and PLOA, the associated laws and related leave of absence policies. Provides and acts as a resource for short and long term disability.

- Knowledgeable and provides guidance on the FMLA, be able to quote from it as it pertains to discussion or implementation.
- Actively pursue knowledge of other laws that may affect the FMLA and the implementation of that law (ex: ADA). Make others aware of any changes and proactively amend our policies and employee handbooks when necessary.
- Maintain accurate and timely documentation to support the situation.
- Project a caring, friendly attitude when answering all calls and return all calls in a timely manner.
- Responsible for the explanation and implementation of the short and long term disability process.
- Ensure participant qualifies for STD/LTD and track the dates that their disability begins/ends.

Provides consultation to leadership and employees on policy interpretation and employee relations resources:

- Accurately and consistently interpret policies and procedures and appropriately communicates.
- Consistently and accurately respond to employee/leadership concerns, utilizing resources such as the work/life program as appropriate.
- Participates in good listening techniques to ensure appropriate understanding of concerns expressed.
- Continually develops networking opportunities with staff at all levels of the college and HR Methodist and Payroll to facilitate exchange of pertinent information.
- Keeps abreast of current issues and trends in human resources through timely review of literature and periodicals.
- Assure labor law posters are up to date and posted on campus.
- Work closely with the COO to develop and provide employee development programs through Evolving Leaders.
- Ensure equitable and fair employee relations practices. Strive to establish a positive employer-employee relationship and promote a high level of morale and motivation. Conduct investigations when employee complaints or concerns are brought forth and recommend actions for resolution while maintaining minimal college exposure to lawsuits.

Develops and sustains onboarding employee/retention programs:

- Provide a comprehensive Day 1 orientation with each new hire.
- Ensure an ongoing staff mentoring program.
- Retention surveys at milestones in position and follow up

- Support facilitation of retention interventions, as needed
- Communication with leadership
- Conduct stay/exit interviews

Provides work culture and recognition activities:

- Elicit and promote involvement from staff and faculty
- Serve as chair of the Social Committee and provide employee activities to meet employee needs.
- Assist with logistics of Employee of the Year and Faculty Excellence award
- Elicit and promote timely the I See You, Team Awards and Caught Ya's

Provides compensation process while maintaining the market competitive position based on ongoing annual reviews

- Oversees the performance review process.
- Updates performance review forms as needed.
- Oversees the job descriptions in coordination with regulatory requirements of positions.
- The position stays abreast of compensation trends and issues. Determine appropriate classification levels for new and existing positions. Completes the annual surveys for planning the salary/market process. Ensure equity, retention and market issues are addressed and/or resolved through these processes.

Performance Management:

- Provides counsel to leadership on the full lifecycle of performance management to include ongoing coaching and feedback, goal setting and the annual performance appraisal process.

Provide other HR support:

- Filing of HR documents.
- Works with COO on moves within the building.
- Every 2 years plans, conducts, and does employee satisfaction survey and instrumental in the development of an action plan.
- Payroll processing.

Provide statistical data.

- 10<sup>th</sup> day reports
- Institutional Effective Plan data
- HR metrics maintained.

**WORKING CONDITIONS AND PHYSICAL EFFORT:**

- Work is normally performed in a typical interior-office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.
- Noise levels not above a point that hearing protection is needed.

**COMMUNICATION:**

- Excellent communication skills.
- Interacts effectively with students, staff, faculty, and external clients of MC.
- Must have ability to interact effectively & courteously with culturally diverse grps.
- Ability to communicate only the facts to recipients or to decline to reveal information.
- Ability to project a professional, friendly, and helpful demeanor.