

ORGANIZED COMMUNITY ACTION PROGRAM, INC.

POSITION DESCRIPTION: HUMAN RESOURCE MANAGER

Supervisor: Executive Director

Subordinates: Human Resource Assistant

Exempt Status: Exempt

Terms of Employment: Regular Full-Time

Job Goal: To plan, coordinate, and implement the personnel functions, staff training and development and information systems for the agency.

Essential Duties & Responsibilities:

1. Administer the following Agency Personnel functions.
 - a. Ensure completion and accuracy of all employees' letters of hire and payroll change forms.
 - b. Ensure completion of annual performance evaluations.
 - c. Ensure that all hiring and firings conform to the agency, federal and state rules and regulations.
 - d. Clarify expectations of each individual's job performance.
 - e. Be available to give advice and counsel to directors, managers, and staff.
 - f. Be knowledgeable about all state and federal labor laws governing employment including affirmative action, the Americans with Disabilities Act, wage and hour laws, worker's compensation, FMLA, USERRA, etc.
 - g. Conduct reference checks on all prospective employees.
 - h. Oversee the maintenance of employee files.
 - i. Coordinate all hiring/ interview teams.
 - j. Conduct new staff orientations.
 - k. Ensure the completion of the annual wage comparability study.
 - l. Process new staff hiring reports as required by law.
 - m. Inform staff of retirement eligibility.
 - n. Ensure actions relating to terminating concise with Agency policies.
2. Ensure that aspects of the hiring process are completed in a timely manner.
 - a. Advertise positions as directed (internally, externally).
 - b. Check on all interviewees' criminal history checks prior to interview, inform interview team of status.
 - c. Assist in the interviews for Managers/Directors.
 - d. Ensure hiring packets are ready for interviewers (schedule, applications, interview questions, and hiring data sheet.)
3. With assistance from the Executive Director, monitor and make staff aware of the Agency's fringe benefit package.
4. Administer the development and implementation of staff training.

- a. Assist with the planning and coordinating of Pre-Service.
 - b. Assist with coordinating of In-Service.
 - c. Ensure the completion distribution of updates and training of Policies and Procedures to staff.
5. Enrollment of Agency Health and Retirement Plan.
 6. Responsible for ensuring agency's EEOC compliance.
 - a. Train agency staff on the EEOC and compliant process.

General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions, and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan, and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, and families and community.
4. Keep current and accurate records.
5. Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.
7. Improve self-skills and education.
8. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Be present at work in order to provide consistency of services.
10. Be a contributory team member in a positive/productive manner.
11. Demonstrate commitment to mission, values, and policies in the performance of daily duties.

Other Requirements:

1. Communicate effectively with staff, families, children, and the public using the phone, letters, in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, and make inferences and references from written material.
4. Fluent in English both verbally and written.
5. Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
6. Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements.
7. Instruct, lead, train, and facilitate others in a group setting.

Qualifications:

1. Bachelor in Business, Public Administration, or Human Resources.

2. Current physical examination and TB screen documentation upon hire.
3. Three years of Administrative background.
4. Adequate means of transportation.
5. Three years of Head Start experience.
6. Community service experience.
7. Ability to coordinate and/or conduct training sessions.
8. Multi-cultural experience.

Physical Demands:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to walk and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and climb or balance.

The employee must regularly lift and/or move up to 10lbs., frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Non-Discrimination Policy:

It is the Policy of this Agency to be customer and service oriented and to require employees to treat customers in a courteous and respectful manner at all times.

Employees must understand that our customers come first and they are the primary source of the organization's income. All employees have an obligation to represent the Agency in a positive way and to make customers feel as comfortable as possible in dealing with the organization.

We provide equal opportunity in all aspects for services rendered to our customers. All employees will not discriminate against any customer because of their race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, age (40 and over), citizenship, physical or mental disability, military obligations, gender identity, genetic information or any other basis of discrimination prohibited by law.

Violations of this policy will not be permitted and will result in disciplinary action up to

and including termination.

The Agency has appointed its Human Resource Manager as its EEO Officer to oversee compliance with this policy.

I have read and understand the responsibilities and requirements of my job description. By signing my job description, my signature verifies that I accept and agree with my responsibilities and requirements.

Signature

Date

Print Name

REVISED SEPTEMBER 2020