



Human Resource Manager

Department: Human Resource

FLSA Status: Exempt

Reports To: Director of Human Resources

Hours/Day : Monday-Friday 8:am – 5 :00pm

Salary Range: 55,000.00 - 63,500.00

Status: Full Time

SUMMARY: The Human Resource Manager is responsible for the daily HR operations including consulting with management on personnel issues related to hiring, compensation, benefits, training and development, disciplinary actions and terminations, assisting in the understanding and communication of HR policies and procedures, and handling compliance issues. Serves as a liaison between the organization's employees and management. Responsible for the supervision of the Human Resource Coordinator. Maintain strict confidentiality related to all employee and Authority related business.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (Other duties may be assigned).

- Responsible for the implementation and management of a systematic and technology-based employment process within the MUNIS HR/PR system.
- Participates in developing department goals, objectives and systems.
- Develops and maintains a departmental, written Standard Operating Procedures (SOP) for departmental processes and procedures.
- Responsible for the recruitment process for approved vacancies to include but not limited to:
 - Advertisement/posting
 - Candidate selection and interview process
 - Development of interview tools/questionnaire
 - Selection and participation of the interview panel
 - Offer of employment
 - Pre-employment and background check processes
 - Introduction of new employees
- Develop and maintain an official onboarding (new employee orientation) process.
- Manages the Human Resource Coordinator, including but not limited to:
 - Supervision, performance, disciplinary/commendation and evaluation.
- Participate in the development and implementation of organizational policies and procedures and employee handbook.
- Conducts salary surveys to ensure competitive pay ranges within the industry and organization.
- Develop and maintain process within the MUNIS system, to compile, compete and submit all regulatory maintain all required regulatory EEO and diversity reporting.
- Assist in the development of employee training committee and programs.
- Provides education to department managers and staff as it relates to CAT's compliance with local, state and federal regulatory requirements.
- Develops and conducts educational in-services to department managers and staff regarding compliance with employment regulations/laws and the Authority's policies and procedures.
- Provides employee relations guidance to employees and managers.



- Participates in union labor relations issues including grievances, appeals, written response, and maintaining the grievance log as requested.
- Conducts exit interviews, informs appropriate management accordingly and provides a quarterly report summarizing issues of concerns.
- Respond to verifications of employment and references for current and former employees.
- Serves on various committees as requested.
- Develops ad hoc reports, as needed and requested.
- Maintain current knowledge of and ensures compliance for local, state and federal regulations related to Human Resources and CAT's policies and procedures. This includes, but is not limited to, required reporting, validation documentation and support document retention for internal and external regulatory review.
- Assist in the development of the department's annual budget.
- Exhibits a strong sense of urgency to maintain a high level of professionalism and personal performance while making decisions and allocating resources in a cost-efficient manner.
- Maintain strict confidentiality related to all employee and Authority related business.

SUPERVISORY RESPONSIBILITIES:

Responsible for the supervision of the Human Resource Coordinator.

QUALIFICATIONS: To perform this job successfully, and 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.

EDUCATION and/or EXPERIENCE: The preferred candidate will possess a bachelor's degree in Human Resources with 4 – 5 years HR experience or an equivalent 8 years progressive HR experience.

Qualifications:

- Thorough knowledge of employment laws and benefits
- Friendly demeanor, positive attitude with a smile is a must
- Strong interpersonal, team-building, partnering skills
- Highly motivated, able to be a team player and work independently
- Proven leadership and positive employee relations experience in a union environment
- Presentation skills a must
- Excellent written and verbal communication skills are essential
- Demonstrated MS Office suite experience, in particular Excel, Word and PowerPoint
- HRIS and Munis experience preferred
- Able to analyze HR data and make recommendations
- Investigative experience preferred
- Flexibility is key, able to assist where needed
- Ability to multi-task, prioritize and work efficiently.
- Ability to listen, communicate (written and verbal), and follow-up effectively with all staffing levels and customers
- Excellent grammar, spelling and proof reading skills
- Ability to work independently, be a self-starter, and energetically approach tasks assigned.
- Ability to demonstrate good common sense and sound judgment
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- Flexibility to adapt to all situations and work varied hours; possibly work weekends or evenings
- Ability to perform at high levels in a fast-paced ever-changing work environment
- Ability to anticipate work needs and follow through with minimum direction.

LANGUAGE SKILLS: Ability to read and comprehend instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information one-on-one and small group situations to customers, clients and other employees of the organization. English required, bilingual a plus.

REASONING ABILITY: Able to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving several variables in standardized situations. Strong analytical skills are a must.

COMPUTER SKILLS: Experience with word processing, spreadsheets, Internet software, email and/or database software preferred. Microsoft Office skills are required. HRIS skills preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: PHR or SPHR certification desired.

Submit resume online at hr@catchacat.org and enter the title of the position in the subject line of the e-mail

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