



HUMAN RESOURCES MANAGER

Department	Administration
FLSA Status	Exempt
Reports To	Executive Director

BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the direction of the Director this position performs technical and analytical work in support of all human resources functions, policies, and programs within the organization. This position requires a substantial amount of confidentiality, tact, independent judgment and initiative.

DISTINGUISHING CHARACTERISTICS:

This professional position performs a variety of complex and technical human resources tasks including recruitment and selection, benefits administration, labor contract administration and interpretation, grievance processing and tracking, performance appraisal tracking, investigations and policy and procedure development.

REPRESENTATIVE DUTIES:

- Prepares recruitment and selection strategies and plans for all levels of positions within the organization. Identifies alternate recruitment sources as necessary.
- Prepares job announcements, advertisements and application packets.
- Works with hiring supervisor to develop screening criteria and tools; identifies, coordinates and monitors any skill-related testing processes, assists hiring supervisor in developing interview questions.
- Reviews all proposed personnel actions including in-house promotional processes, transfers, and demotions, and assists supervisors as necessary to ensure labor contract and regulatory compliance.
- Meets and consults with supervisors and employees regarding employee relations issues, policies and practices and administration of union grievance processing, investigations and the discipline and discharge process.
- Maintains all personnel records according to legal and records retention requirements. Conducts new employee orientation regarding benefits and important policies.
- Processes L& I claims, unemployment compensation paperwork, arranges for temporary light duty or return to work as necessary.
- Ensures organization is in compliance with all Federal, State and local laws regarding all human resources issues and practices.
- Other duties as assigned.

REQUIRED KNOWLEDGE OF/SKILL IN:

- In depth knowledge of Federal, State and local laws, rules and regulations required in all human resources functions and actions.
- Practices, principles and techniques of recruitment and selection of personnel, including development of assessment centers, functional and skills testing and the interview panel process.
- Labor agreement interpretation and administration.
- Employee benefits including insurance programs.
- Workers compensation reporting requirements, L & I recording and posting requirements, OSHA filing requirements; light duty, ADA accommodation and return to work procedures.
- Techniques and tools used in the development and administration of position classification and compensation plans, market surveys and comparative data collection; job analysis methods and techniques and position audit instruments.
- Methods, practices, terminology and procedures used in public sector human resources actions, reports, service delivery, orientation and training.

REQUIRED ABILITY TO:

- Collect, analyze and interpret data, reports and technical information; develop reports, recommendations and strategic plans for various human resources functions and actions.
- Interpret labor agreements and administer all related personnel actions.
- Identify, develop and conduct various types of recruitment, selection and testing processes appropriate to the position.
- Administer and coordinate the benefits programs for union and non-union employees according to policies, procedures and labor agreements.
- Coordinate and supervise all human resources activities and operations as necessary; modify and revise practices, policies and procedures to comply with current legal requirements.
- Establish and maintain cooperative working relationships with co-workers and the public.
- Allocate positions to classes or reallocate classes with consistency and accuracy; ensure internal salary equity.
- Proficiently use a computer to maintain employee files, generate reports and statistical data, and develop correspondence.
- Fluent use of the English language in speaking and developing written documents.
- Be reliable, dependable and report for work on a consistent basis.

REQUIRED EDUCATION AND EXPERIENCE:

- BA Degree in public administration or human resources

PLUS:

- Five (5) years or more of demonstrable and increasingly responsible experience in human resources
- Proficiently use a computer

DESIRED QUALIFICATIONS:

- Human resources experience in the public sector
- PHR, SHRM or like certification in Human Resources

WORK ENVIRONMENT:

- Work is usually performed in an office environment with moderate interruptions.

PHYSICAL DEMANDS:

- Light lifting, carrying and pushing objects weighing up to 15 pounds.
- Dexterity of hands and fingers to operate standard office equipment, including computer keyboard.
- Sitting for extended periods of time while using the computer.
- Seeing to read and interpret documents and to ensure accuracy of written information.
- Hearing and speaking to exchange information both in person and over the telephone.

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NOTE: A thorough background check including a polygraph and psychological examination will be conducted on all successful candidates prior to their being appointed to the position.