



Human Resources Manager

Status: Full Time, Salaried, Exempt

Salary Grade: PG 26

Supervision Received: Reports to the Chief of Human Resources & Administration

Supervision Exercised: Direct supervision of Human Resources Coordinator

Overall Purpose of Position

The Human Resources Manager oversees daily operations of the HR department, ensuring consistent implementation of HR policies, compliance with laws, and delivery of HR services. This role supervises HR staff, manages recruitment, employee relations, benefits, payroll support, and performance management.

Major Activities

- A. Supervise and evaluate HR Coordinator and support staff.
- B. Oversee recruitment and selection processes, from job postings to job offers, and onboarding including orientation(s).
- C. Administer employee benefit programs and open enrollment.
- D. Provide guidance to managers on employee relations, performance, and compliance.
- E. Manage leave programs, HRIS systems, and payroll coordination with Finance.
- F. Oversee HR recordkeeping, data reporting, and audits.
- G. Monitor and ensure compliance with employment laws and HR policies.
- H. Recommend updates to HR policies and procedures.
- I. Support and deliver training programs and employee development.
- J. Participate in development of departmental budget and monitor expenditures.
- K. Assist with public records requests and document retention.
- L. Serve in rotation on employee event committee, and administer HR employee events (Health Fair, Retiree Luncheon, etc.)
- M. Serve as an HR liaison between staff and the Chief of HR.

Qualifications

- A. Bachelor's degree in HR, Business Administration, related field or equivalent experience.



B. 3-5 years of progressive HR experience, including supervisory responsibility and dotted line reporting relationship counseling.

C. Strong knowledge of employment law, HR practices, and compliance.

D. Demonstrated leadership, problem-solving, and conflict resolution skills.

E. High attention to detail, confidentiality, and ability to manage multiple priorities.

F. Strong interpersonal communication, conflict resolution and analytical skills.

G. Demonstrated emotional intelligence.

H. Valid driver's license; background check and fingerprinting required.

G. SHRM/PSHRA Certification preferred.

Essential Physical Demands and Working Environment

- Office environment with some travel to worksites; ability to communicate effectively
- Occasionally required to lift and/or move up to 25 pounds.

Conditions of Continued Employment

- External candidates are required to successfully complete of a one-year probationary period.