



Job Description

Position Title:	Human Resources Manager	FLSA Status:	Hourly <input type="checkbox"/> Exempt <input checked="" type="checkbox"/>
Department:	Admin	Reports To:	Executive Director
Direct Reports:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Position Summary:	Human Resources Manager as a resource and partner on all aspects of human resources for employees and management. Oversee HR activities associated with employment, recruitment, retention, performance appraisals, salary administration, benefits, employee relations, safety, workers' comp, OSHA, governing state/federal laws, ADA, and Affirmative Action. Function as part of the Administrative Team. Work closely with the HR Committee of the Board of Directors.		
Essential Duties:	<p>All duties to be performed according to the established standard and in compliance with all company policies and procedures while maintaining regular, prompt attendance:</p> <ul style="list-style-type: none"> • Oversee recruitment efforts for all exempt and non-exempt personnel; write and place advertisements; assure that the recruiting, hiring, and termination process follows WACOSA's procedures and all applicable state/federal regulations. • Monitor and analyze staff turnover; report findings to Administrative Team and Board of Directors. • Supervise the work assignments of the Front Desk staff and conduct staff reviews in a timely manner. • Orient new and existing employees to HR policies and benefits • Oversee the completion of the employee satisfaction survey and compile the results in a measurable format to be presented to the Board of Directors. • Maintain ongoing communication with employees; respond to requests seeking benefit/policy guidance. • Provide supervisors with yearend reports required to determine if all employees are getting the required training hours needed. Maintain training database. • Schedule and facilitate meetings with the HR Board committee to review relevant Human Resource matters. Maintain accurate notes. • Annually review and update compensation programs as needed; rewrite job descriptions as necessary; monitor performance evaluation program. • Develop, recommend, and implement personnel policies and procedures; prepare and maintain employee handbook on policies and procedures. • Perform benefit administration to include claims resolution, change reporting, approving invoices for payment; and annual reevaluation of policies for cost effectiveness. • Act as Plan Administrator for the 401K Plan, health insurance plan, and other employee benefit plans as required; Complete required yearly audits. • Respond to unemployment claims. • Review and administer WACOSA's AWAIR, Blood Borne Pathogen, Lock Out Tag Out, RTK, and other safety policies. • Maintain required data for OSHA compliance and post annual report. • Oversee administration of worker compensation program. • Provide direction for Safety Committee; take notes and follow up on recommendations, safety drills, etc. • Develop, maintain and file Affirmative Action program; prepare and file EEO-1 Report annually; administer requests for Family Medical Leave. • Maintain knowledge of industry trends and employment legislation through professional affiliations, training sessions and research. • Advise WACOSA management in Human Resource policies and matters, making or recommending appropriate decisions. • Maintain Human Resources Information System (ABRA database) and employee files. • Act as Compliance Officer through review, development, implementation, monitoring, documenting and reporting activities related to the WACOSA Compliance Program. • Maintain NAID certification standards by conducting required background studies and drug testing and ensuring NAID employee files are accurate. 		



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	<ul style="list-style-type: none"> • Maintain Driver files are accurate by ensuring driver's license information is up to date, and conducting required motor vehicle record checks.
Other Duties	<ul style="list-style-type: none"> • Assist the administrative team with miscellaneous reports, projects and other items as needed. • Attend Board meetings when necessary. • Interact and communicate with and about clients in a respectful manner. • Perform other duties within the department or other areas as assigned.
Team Member Responsibilities	<ul style="list-style-type: none"> • Work as an active and participatory member of the team using the guiding principles The WACOSA Way. • Support positive team morale by monitoring own behavior, attitudes, and professional communication in daily interactions and in handling of disagreements or concerns. • Maintain positive and open communication with co-workers, supervisors, external customers, interdisciplinary team members (IDT), and all others you come in contact whom represent our clients. • Be familiar with and follow all WACOSA policies, procedures and practices while staying in compliance with all certifications, licenses, and accreditations for areas assigned. • Regular and predictable attendance is required in order for WACOSA to ensure staff to client ratios required by licensing. Be punctual and manage your Paid Time Off (PTO) according to established policies. • Provide transportation to clients according to transportation policy and assignment. • Complete all your assigned training sessions by attending in-services, training classes and all other training opportunities within allowed deadlines. • Maintain a clear and safe work environment. • Provide interaction with clients and mentoring that results in increased: <ul style="list-style-type: none"> ○ Independence in all areas of their day ○ Healthy social interactions ○ Self-regulated behaviors ○ Opportunities to use skills in decision making ○ Work opportunities and productivity ○ Opportunities for client Self-advocacy ○ Continuous use of person-center principles
Physical Demands:	<p>The tasks of this position require:</p> <ul style="list-style-type: none"> • The ability to talk and hear. • Intermittent bending/twisting/reaching. • Use of hands to finger, handle or feel. • Extended periods of time sitting completing desk work. • Ability to observe visually. • Must be able to lift, push, pull, or support up to 25 pounds occasionally.
Work Environment:	<ul style="list-style-type: none"> • This job operates in a professional office environment. • This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets. • Travel regionally as needed. • Regularly required to work with others.
Safety and Ergonomic Requirements:	<ul style="list-style-type: none"> • Must practice safe work practices at all times and report any unsafe conditions immediately. • Attend and participate in all required safety trainings. • Follow all personal dress requirements according to the established dress code and safety requirements.
Qualification Requirements:	<p>To perform this job successfully, an 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.</p> <p>Education/Experience</p> <ul style="list-style-type: none"> • Bachelor's degree in business or similar, combination of education and appropriate experience will be considered.



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- Three years of HR Generalist experience with continued working knowledge and practical application of state/federal laws pertaining to Human Resources, safety and employee benefits.
- Well rounded HR Generalist background.

Language Ability

- Ability to read, analyze and interpret complex legal and governmental documents.
- Ability to respond to sensitive inquiries and complaints.
- Ability to convey information on controversial or complex topics to management, public groups and/or board of directors.

Math Ability

- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to deal with several abstract and concrete variables.

Computer Skills

- Advanced knowledge of computers required.

Certificates, Licenses and Registrations

- Must be willing to submit to a Motor Vehicle Check, Criminal Background Check, and Drug Screen (post offer).
- Need to have a valid driver's license and insurable driving record.
- PHR or SPHR preferred.

Signature:

My signature below merely acknowledges receipt of this position description. I agree that this position description does not create an employment contract and does not waive the employment-at-will relationship. I acknowledge this description is only a summary or outline of the duties at this time and does not include all the direct and indirect duties that the entire job may entail or the services required. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. Furthermore, I acknowledge that the duties and responsibilities will vary with the needs of the organization, and that I am responsible for the acceptable performance of all the duties and responsibilities, whether assigned, implied, written, unwritten or would be assumed by a responsible person in this position. I also acknowledge that I must continue to meet all the qualifications of the position, stated or unstated, including but not limited to the education, experience, skill, physical, mental and emotional intelligence requirements, necessary to successfully perform all the duties and responsibilities of the position, written or unwritten.

Employee Signature _____ Date _____