

POSITION DESCRIPTION

1. General Information

Position title	Human Resources Manager
Status	Exempt, 37.5 Hours
Reports to (title)	Director of Human Resources
Department	Human Resources
Date	April 9th, 2019

2. Primary Function

<p>Collaborates with the Director of Human Resources on benefit planning. Responsible for the recruitment of staff. Researches, develops, and facilitates various training methods including face-to-face, instructor-led classes, as well as webinars and online courses. Manages the ADP performance management program. Administers FMLA and short term disability.</p>
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3. Major Duties and Responsibilities

Rank	Duty/Responsibility	Percentage of time
1	RECRUITMENT	25
	Responsible for recruitment, screening, and selection of candidates for professional/managerial and executive positions. Includes discussing positions with management, preparing position descriptions, posting positions on FASEB's web site and bulletin boards on campus, writing and placing advertisements, interviewing, conducting reference checks, determining and negotiating starting salaries, conducting background and/or credit checks, preparing confirmation and reject letters, maintaining records for EEO, preparing new hire packets and conducting new hire orientation.	
2	JOB DESCRIPTIONS	10
	Analyzes positions to determine duties, responsibilities and qualification requirements. Writes, revises or updates position descriptions for appropriate grade classification. Researches salary surveys to ensure appropriate pay range.	
3	EMPLOYEE BENEFITS	10
	Collaborates with the Human Resources Director in the administration of employee benefit plans. Participates in meetings with insurance carriers and consultants in the development of plans. Serves as a liaison with insurance carrier representatives related to specific employee concerns on claims. Ensures that employees are aware of benefit changes and that forms are completed and received. Educates employees on the benefit plans. Coordinates the benefits fair with the Human Resources Director.	
4	RETIREMENT PROGRAM	10
	Contacts employees regarding participation in the retirement program in a timely manner. Arranges consultations with a retirement counselor. Educates employees on the retirement program and assists with enrollment when necessary. Reviews invoices and reports. Assists with preparation for audits.	
5	PERFORMANCE MANAGEMENT	5
	Collaborates with the Human Resources Director in the implementation and administration of the employee performance management program.	



6	POLICIES & REGULATIONS	5
	Collaborates with the Director to ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements. Implements and reviews best practices for the department to ensure proper internal controls. Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures. Confers with employees and supervisors regarding the interpretation and explanation of company policies and procedures and federal and state legislation. Counsels FASEB staff and management on a variety of personnel related matters. Ensures adherence to policy, procedures and law.	
7	NEW HIRES & RETIREES	10
	Conducts employee orientation. Explains benefits and provides information and materials, answers inquiries and ensures that all documents are completed. Conducts employee exit interviews and ensures that termination notices and COBRA paperwork is sent out to the employee and their dependents. Counsels employees on Medicare, retiree health, Social Security and retirement plan payout.	
8	FMLA & SHORT TERM DISABILITY	10
	Administers FMLA and short term disability. Ensures that employees understand the procedures for both. Reviews annual and sick leave balances with employee so they are aware of leave without pay during this time period. Discuss the payment of premiums if needed while off without pay.	
9	VERIFICATION OF EMPLOYMENT & BENEFITS	5
	Responds to companies requesting verification of employment for current and past employees. Completes Social Security and Medicare forms, as requested.	
10	TRAINING	10
	Arranges on campus or off campus training for employees as requested. Researches, develops, and facilitates various training methods including face-to-face, instructor-led classes, as well as webinars and online courses.	

Incumbent is expected to perform other duties as assigned by their immediate supervisor in support of the organization’s goals and FASEB’s needs.

4. Direct Reports			
Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt
Human Resources Coordinator	1	0	0

5. Knowledge & Skills	Indicate the minimum education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the minimum proficiency required: A= Novice; B= Proficient; C=Expert		
	Check those which apply		Subject or major field of study	Skill (Specify equipment/system, e.g., MS Word, Communication Skills, Customer Service)	Minimum Proficiency
		High school		Interviewing Skills	C
		Prof/technical		Verbal and Written Communication Skills	C
		College courses		Interpersonal Skills	C
	X	Bachelor's degree	Business	Attention to Details and Ability to multi-task	C
		Master's degree		Judgment	C
				Customer Service Skills	C
				Listening Skills	C
				ADP Performance Management Program	B
			English Grammar/Spelling/Proofreading	B	
X	Other: 5 or more years' experience, SHRM-CP a plus. Knowledge of employment laws and experience with employees relations		MS Word, Outlook, Excel, PowerPoint	B	

6. Key Decisions & Guidelines	Give two or three examples of decisions you make or actions you may take without prior approval.	FMLA and Short Term Disability
	Give two or three examples of decisions you refer to a higher authority.	Selection of applicant to fill vacant positions for member societies; Salary Negotiations
	Indicate any special policies, formal procedures, or precedents that guide your work.	FASEB Employee Handbook, Human Resources Procedure Manual, Federal and State Regulations Following the instructions provided by Member Societies on Request for Personnel document.

7. Working Relationships	Position	Department/Organization	Purpose (What is important is the content of these interactions. Describe what happens as a result of these contacts)
	Department Heads and Managers	FASEB Departments	Obtains, provides and exchanges information.
	Executive Officers, Directors and Managers	Member Societies	Obtains, provides and exchanges information.
	Payroll Accounts Manager	FASEB	Obtains, provides and exchanges information.
	Employees	FASEB and Member Societies	Obtains, provides and exchanges information.
	Account Manager	Keller Benefit Services	Obtains, provides and exchanges information.
	Account Representative	Advertisement Agencies	Obtains, provides and exchanges information.
Staffing Manager	Various Temp Agencies	Obtains, provides and exchanges information.	



8. Working Conditions	<p>This position requires sitting (80%), standing (5%), and walking (15%). Additional physical requirements are as follows:</p> <ul style="list-style-type: none">• Occasionally requires lifting materials of approximately 25 lbs.• Requires computer work involving extensive use of keyboard, mouse and monitor.
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none">• Dayshift hours primarily• Travel and other work related assignments on after regular hours and weekends is possible.