

Job Title: Human Resources Manager

Classification: Exempt

Grade Level: G

Reports to: Deputy Executive Director & COO

Date: 12/2/19

Summary/Objective

This position administers, coordinates and evaluates all aspects of the HR function, overseeing the APS team member experience and helping to ensure the Society's ability to attract and retain top talent.

Essential Functions

1. Plans and executes all human resources activities. Participates in developing HR policies, goals, objectives and systems.
2. Implements and annually updates the compensation program; reviews annual salary surveys and recommends merit pool (salary increases); analyzes compensation; monitors the performance evaluation program and revises as necessary.
3. Partners with senior management to ensure a high-performance workplace culture that is diverse, open, transparent, friendly, rewarding, committed to excellence and produces exceptional results for our members.
4. Provides recommendations and support to leadership team in managing performance, including coaching, counseling and partnership on performance plan development.
5. Develops, recommends and implements HR policies and procedures; prepares and maintains staff handbook.
6. Coordinates, with outsourced HR and payroll provider, payroll and benefits administration.
7. Working with supervisors, conducts recruitment effort for all exempt, nonexempt and temporary workers, with a focus on attracting top talent; writes and places advertisements; assists with screening and interviewing candidates; conducts reference checking; manages new-employee orientation process; develops and implements career-path program and employee relations counseling; conducts exit interviews.
8. Establishes and maintains human resources records and reports. Participates in administrative staff meetings and attends other meetings, as needed.
9. Maintains a sound and accurate organizational structure by updating job requirements and job descriptions for all positions.

10. Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; and counseling employees and supervisors.
11. Implements benefits programs and effectively communicates benefits to staff; studies and assesses benefit needs and trends, recommending new benefit programs to management; directs the processing of benefit claims; obtains and evaluates benefit contract bids; awards benefit contracts; and designs and conducts educational programs on benefit programs.
12. Benchmarks against other top performing professional societies with the goal of making APS a "best place to work" in the Greater Washington DC area.
13. Oversees the A Team, the society's staff-led activities team.
14. Maintains organizational charts and employee directory.
15. Evaluates reports, decisions and results of department initiatives in relation to established goals. Recommends new approaches, policies and procedures to effect continuous improvement in efficiency of department and services performed.
16. Ensures compliance with all federal, state and local employment laws.

Competencies

1. HR expertise.
2. A high degree of emotional intelligence.
3. Discretion.
4. Exceptional communications skills.
5. Consultation.
6. Critical evaluation.
7. Global & cultural awareness.
8. Business acumen.
9. Leadership.
10. Relationship management.
11. Ethical practices.

Supervisory Responsibility (if applicable)

This position manages all employees of the department and is responsible for the performance management and hiring of the employees within that department.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision,

peripheral vision, depth perception and ability to adjust focus. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Required Education and Experience

1. A bachelor's degree and three years of relevant HR management experience.

Preferred Education and Experience

1. SHRM certification.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.