

39.11 Human Resource Manager Job Description

Position: Human Resource Manager

Reports to: Comptroller

Date: June 28, 2006

(Revised 04/11/2017-Administrative Change)

(Revised September 12, 2023-Board Action)

Salaried Position Starting Annual Wage: \$53,000

Analyst: Comptroller

CHARACTERISTICS OF THE CLASS:

The Human Resource Manager shall be responsible for administering employee health, dental, vision insurance, pension and savings plans, working with insurance brokers, plan carriers, and retirement systems to assure the best coverage for the employees while maintaining fiscal responsibility to the budget.

Note: The job duties illustrated are intended only as examples of the type of work performed by employees assigned to this classification. Omission of specific duties does not exclude them from a position if the duties are similar, related, or a logical assignment to the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on department needs. The essential job functions for positions are identified and included with the personnel requisitions submitted by the department.

EXAMPLES OF DUTIES:

- Serve as a liaison between the employee and insurance providers or health care providers should questions of eligibility arise.
- Advise managers and employees on state and federal employment regulations, collective agreements, benefit and compensation policies, personnel procedures and classification programs.
- Ensure employee and employer compliance with federal and state laws to include reporting requirements.
- Evaluate job postings, determining classifications, exempt or non-exempt status, and salary.
- Prepare and maintain the company's employee schedule. Work with daily supervisors to ensure proper staffing and scheduled positions are filled.
- Prepare and distribute written and verbal information to inform employees of benefits, compensation, and personnel policies
- Keep current and maintain accurate insurance information on all employees.
- Identify and implement benefits to increase quality of life for employees, by working with brokers and researching benefit issues.
- Enroll new employees into the health coverage system and provide them with information on available programs offered through the company.
- Mediate between benefits providers and employees, such as by assisting in handling employee's benefits related questions or taking suggestions.
- Compute and maintain records of paid contract time such as VA transports.
- Analyze compensation policies, government regulations, and prevailing wage rates to develop competitive compensation plans.
- Process the corporate payroll as indicated by company policy for all full-time and part-time employees. Compute and pay miscellaneous payroll items such as longevity, final checks and sick time payouts.
- Maintain accurate accounting of vacation and sick time availability, usage and accrual rates as well as comp time for those that are eligible.
- Maintain a satisfactory time keeping system to accurately reflect the hours worked by the staff.
- Maintain employee deductions and obligations including ROTH IRA, child support, 403b, Aflac, garnishments, etc..
- Process new hire employees and terminated employees in accordance with state, federal, and corporate guidelines and policies.

- Review policies for accuracy, clarity, pertinence, and recommend changes as they relate to human resources and make recommendations based on proven standards, state and federal regulations.
- Maintain current employee records pertaining to payroll, pay scales, health benefits, supplemental insurance, job offers, and retirement.
- Serve as an employee resource for maintaining a positive working relationship between the company and the staff.
- Advise management on such matters as equal opportunity employment, sexual harassment, discrimination, and other state and federal regulations pertaining to employment.
- Administer workers' compensation program for WC/JC EMS. Maintain workers' compensation records and be the contact point between workers' compensation insurance provider and WC/JC EMS.

REQUIREMENTS:

A. Training and Experience

An associate degree in business or human resource management is preferred but equivalent education and experience would be considered. Must have extensive knowledge local, state and federal regulations governing employment and employer responsibilities. Knowledge base can be through experience, education, or combination of both.

B. Knowledge, Abilities, and Skills

This position requires critical thinking skills and the ability to use reason and logic to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. This position requires self-control, composure, and the ability to accept criticism. The person in this position must have the ability to communicate effectively both in writing and orally. The applicant must be able to work independently and have excellent organizational skills. The applicant must be reliable, honest, ethical, and must be able to gain the trust of the employees maintaining confidentiality of employee issues.

PDC LEVEL:

Sedentary based on occasionally lifting less than 10 lbs

DESCRIPTION:

The administration position consists of several different job titles but they have been lumped together due to the physical demands being the same. They consist of sedentary desk positions.

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence and memos, ability to effectively present information in a one-on-one setting to customers and fellow employees.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers.

REASONING ABILITY:

The ability to apply common sense, understanding to carry out instructions furnished in a written or oral form, the ability to deal with problems involving several concrete variables in or from standardized situations, and the ability to demonstrate initiative to apply one's self toward accomplishing expected company policies and procedures.

ATTITUDE:

Employees will be expected to act in a manner that would convey a congenial work environment—avoiding anger, violence, belligerence, harassment, nonchalance, controversy, or any other “reasonable” activity considered by management to be counterproductive. No adversarial employee or customer relations.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential function: All employees in the administrative position spend the majority of their time sitting at a desk completing computer and office work.

Essential function: Employees lift 5-lb reams of paper and carry for a distance of 57 feet. They report carrying four to five at a time, although this is not required. They could carry one 5-lb ream at a time if they wished.

Essential function: Copier paper reams are stored in a cabinet with stacks 5" to 26" and weigh 5 lbs each. They carry this paper 57 feet from storage area to printer. Most employees state they carry 4-5 at a time but this is not essential; they can carry one ream at a time if needed.

Essential function: Envelope boxes are stored at 20" on a table or in overhead cabinets ranging in height from 67" to 74" and weigh 6.2 lbs each. They are lifted and carried approximately 50 feet.

Essential function: Pushing/pulling filing cabinet drawers require a push/pull force of less than 10 lbs at floor height and chest height.

Essential function: They lift and carry stacks of trip tickets, 12 lbs on average, and carry them a distance of 75 feet. These can be separated to decrease weight to less than 10 lbs.

Tasks: Banker Boxes weigh 31 lbs and these are rarely lifted from floor to knuckle. They are stacked 4 high from floor level to 42". It is not essential to complete this task for every employee.

WORK SCHEDULE:

Typically 8 hours per day (8am-4:30pm)

Lunch: 30 minutes

ENVIRONMENTAL FACTORS:

- Temperature controlled indoor environment
- Appropriate office lighting