Human Resources Manager
Job Description

Date: April 2023
Status: Non-Exempt
Reporting Supervisor: Vice President of Events & Personnel
Position Grade: 4

Position Overview: The Human Resources Manager is a regular full-time employee of Stan Hywet Hall & Gardens hired by the President & Executive Director upon recommendation of the Vice President of Events & Personnel. They are responsible for managing the human resources function of the organization and for consistently demonstrating excellent judgment, compassion, and confidentiality when dealing with personnel matters.

Essential Duties and Responsibilities:
1. Maintain a professional attitude when working with the public, volunteers and fellow staff.
2. Work with the Vice President of Events & Personnel to develop and achieve department goals.
3. Develop and monitor area budgets.
4. Manage personnel files and ensure compliance with required recordkeeping.
5. Maintain strict confidentiality regarding financial and accounting details, personnel and pay data.
6. Manage the recruitment of staff including needs assessment with managers, identifying recruitment strategy, posting/placement, coordinating job fairs, prescreening, scheduling interviews and securing background checks.
7. Maintain employee handbook, annually distribute and educate staff.
8. Provide policy interpretation and advice; coaching and counseling services to staff, management and volunteers as needed.
9. Prepare materials for and conduct new hire orientations; ensure timely completion and submission of paperwork per current regulations.
10. Enter and update data in payroll system as needed.
11. Manage employee benefits enrollment and changes; timely reconcile monthly billing for approval and processing; coordinate annual open enrollment.
12. Manage all FMLA leaves.
13. Plan and execute staff training programs (including annual day of training), staff outing, recognition picnic and holiday appreciation luncheon. Assist with volunteer appreciation events and all staff meetings.
14. Assist with the management of the employee recognition program.
15. Maintain updated job descriptions.
17. Maintain federal/state regulatory postings.
18. Administer performance appraisal system and assist in the administration of annual merit-based rate increases.
19. Perform bi-annual compensation study.
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20. Manage all unemployment and workers' compensation claims.
21. Conduct internal investigations as necessary.
23. Other duties as assigned.

Qualifications:
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, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Strong verbal and written communication skills are essential, along with a strong awareness of human relations skills.
2. Responsible for consistently demonstrating excellent judgment, organizational skills, a professional manner, and maintaining discretion in the use of confidential information.
3. Should be compassionate with staff requests and needs.
4. Ability to set goals and meet deadlines.
5. Must be able to handle multiple projects or tasks and be detailed oriented.

Education and/or Experience:
1. Degree in Human Resources or related field; or equivalent experience and knowledge.
2. Minimum 3 years previous administration and/or human resources experience preferred.
3. PHR or SPHR certification preferred.
4. Computer literacy, including familiarity with Microsoft Word, Excel, Publisher and PowerPoint.

Usual and Customary Expectations:
1. Prolonged erect seating, on average four hours a day.
2. Approximately two hours of standing, and walking in an average workday.
3. Occasional light lifting of approximately 20 pounds.
4. Ability to maintain confidentiality.
5. Some non-traditional hours required.

Acknowledgement:

Employee's Signature

Date

Authorized Signature

Date