

Human Resources Manager Job Description

HR Manager Overall Job Responsibilities

Position Description:

The Human Resources Manager guides and manages the overall provision of Human Resources services, policies, and programs for a company within a small to mid-sized company, or a portion of the Human Resources function within a large company. The major areas the Human Resources Manager manages can include:

- recruiting and staffing;
- organizational departmental planning;
- performance management and improvement systems;

- organization development;
- employment and compliance to regulatory concerns regarding employees;
- employee onboarding, development, needs assessment, and training;
- policy development and documentation;
- employee relations;
- company-wide committee facilitation;
- company employee and community communication;
- compensation and benefits administration;
- employee safety, welfare, wellness and health;
- charitable giving; and
- employee services and counseling.

The Human Resources Manager originates and leads Human Resources practices and objectives that will provide an employee-oriented; high-performance culture that emphasizes empowerment, quality, productivity, and standards; goal attainment, and the recruitment and ongoing development of a superior workforce.

The Human Resources Manager is responsible for the development of processes and metrics that support the achievement of the organization's business goals.

The Human Resources Manager coordinates the implementation of people-related services, policies, and programs through Human Resources staff; reports to the CEO; and assists and advises company managers about Human Resources issues.

Primary Objectives of the Human Resources Manager:

- Health and safety of the workforce.
- Development of a superior workforce.
- Development of the Human Resources department.
- Development of an employee-oriented company culture that emphasizes quality, continuous improvement, key employee retention and development, and high performance.
- Personal ongoing development.

Responsibilities of the Human Resources Manager

Depending on the organization, the Human Resources Manager may or may not have responsibility for community relations, philanthropic giving, company community sports team and event sponsoring, space planning, benefits review, and administration.

Depending upon the needs of the organization, such responsibilities may be carried out by the finance department, facilities department, marketing and public relations, and / or administration.

No matter which department bears the leadership responsibility for the function, the Human Resources manager is closely involved in decisions, implementation, and review.

Thus, responsibilities of the Human Resources manager may include the following.

Development of the Human Resources Department

- Oversees the implementation of Human Resources programs through Human Resources staff. Identifies opportunities for improvement and resolves problems.
- Oversees and manages the work of reporting Human Resources staff. Encourages the ongoing development of the Human Resources staff.
- Develops and monitors an annual budget that includes Human Resources services, employee recognition, sports teams and community events support, company philanthropic giving, and benefits administration.
- Selects and supervises Human Resources consultants, attorneys, and training specialists, and coordinates company use of insurance brokers, insurance carriers, pension administrators, and other outside sources.
- Conducts a continuing study of all Human Resources policies, programs, and practices to keep management informed of new developments.
- Leads the development of department goals, objectives, and systems. Provides leadership for Human Resources strategic planning.
- Establishes HR departmental measurements that support the accomplishment of the company's strategic goals.
- Manages the preparation and maintenance of such reports as are necessary to carry out the functions of the department. Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment.
- Develops and administers programs, procedures, and guidelines to help align the workforce with the strategic goals of the company.
- Participates in executive, management, and company staff meetings and attends other meetings and seminars.
- With the CEO, CFO, and community relations group, plans the company's philanthropic and charitable giving.

Human Resources Information Systems (HRIS)

- Manages the development and maintenance of the Human Resources sections of both the company website, particularly recruiting, culture, and company information; and the employee Intranet, wikis, newsletters, and so forth.

- Utilizes the HRIS system to eliminate administrative tasks, empower employees, and meet the other needs of the organization.

Training and Development

- Coordinates all Human Resources training programs, and assigns the authority / responsibility of Human Resources and managers within those programs. Provides necessary education and materials to managers and employees including workshops, manuals, employee handbooks, and standardized reports.
- Leads the implementation of the performance management system that includes performance development plans (PDPs) and employee development programs.
- Establishes an in-house employee training system that addresses company training needs including training needs assessment, new employee onboarding or orientation, management development, production cross-training, the measurement of training impact, and training transfers.
- Assists managers with the selection and contracting of external training programs and consultants.
- Assists with the development of and monitors the spending of the corporate training budget. Maintains employee training records.

Employment

- Establishes and leads the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce.
- Interviews management and executive position candidates; serves as part of the interview team for position finalists.
- Chairs any employee selection committees or meetings.

Employee Relations

- Formulates and recommends Human Resources policies and objectives for the company on any topic associated with employee relations and employee rights.

- Partners with management to communicate Human Resources policies, procedures, programs, and laws.
- Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation. Conducts periodic surveys to measure employee satisfaction and employee engagement.
- Coaches and trains managers in their communication, feedback, recognition, and interaction responsibilities with the employees who report to them.
- Conducts investigations when employee complaints or concerns are brought forth.
- Monitors and advises managers and supervisors in the system of the company. Monitors the implementation of a improvement process with non-performing employees.
- Reviews, guides, and approves management recommendations for employment terminations.
- Leads the implementation of company safety and health programs. Monitors the tracking of OSHA-required data.
- Reviews employee appeals through the company complaint procedure.

Compensation

- Establishes the company wage and salary structure, pay policies, and oversees the variable pay systems within the company including bonuses and raises.
- Leads competitive market research to establish pay practices and pay bands that help to recruit and retain superior staff.
- Monitors all pay practices and systems for effectiveness and cost containment.
- Leads participation in at least one salary survey per year. Monitors best practices in compensation and benefits through research and up-to-date information on available products.

Benefits

- With the assistance of the CFO, obtains cost effective, employee serving benefits; monitors national benefits environment for options and cost savings.

- Leads the development of benefit orientations and other benefits training for employees and their families.
- Recommends changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.

Law

- Leads company compliance with all existing governmental and labor legal and government reporting requirements including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act, Employee Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, the Occupational Safety and Health Administration (OSHA), and so forth. Maintains minimal company exposure to lawsuits.
- Directs the preparation of information requested or required for compliance with laws. Approves all information submitted. Serves as the primary contact with the company employment law attorney and outside government agencies.
- Protects the interests of employees and the company in accordance with company Human Resources policies and governmental laws and regulations. Minimizes risk.

Organization Development

- Designs, directs and manages a company-wide process of organization development that addresses issues such as succession planning, superior workforce development, key employee retention, organization design, and change management.
- Manages employee communication and feedback through such avenues as company meetings, suggestion programs, employee satisfaction surveys, newsletters, employee focus groups, one-on-one meetings, and Intranet use.
- Manages a process of organizational planning that evaluates company structure, job design, and personnel forecasting throughout the company. Evaluates plans and changes to plans. Makes recommendations to executive management.
- Identifies and monitors the organization's culture so that it supports the attainment of the company's goals and promotes employee satisfaction.

- Participates in a process of organization development to plan, communicate, and integrate the results of strategic planning throughout the organization.
- Manages the company-wide committees including the wellness, training, environmental health and safety, activity, and culture and communications committees.
- Keeps the CEO and the executive team informed of significant problems that jeopardize the achievement of company goals, and those that are not being addressed adequately at the line management level.

The Human Resources Manager assumes other responsibilities as assigned by the CEO.

This job description has been designed to indicate the general nature and level of work performed by jobholders within this role of Human Resources Manager.

It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.

To perform the Human Resources Manager job successfully, an employee must perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skills, and abilities required to lead in the role of the company Human Resources Manager.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Human Resources Manager Job Requirements

- Knowledge and experience in employment law, compensation, organizational planning, recruitment, organization development, employee relations, safety, employee engagement, and employee development.
- Better than average written and spoken communication skills.
- Outstanding interpersonal relationship building and employee coaching skills.
- Demonstrated ability to lead and develop HR department staff members.
- Demonstrated ability to serve as a knowledgeable resource to the executive management team that provides overall company leadership and direction.

- Excellent computer skills in a Microsoft Windows environment. Must include knowledge of Excel and skills in Human Resources Information Systems (HRIS).
- General knowledge of various employment laws and practices and experience working with a corporate employment law attorney.
- Experience in the administration of benefits and compensation programs and other Human Resources recognition and engagement programs and processes.
- Evidence of the ability to practice and coach organization managers in the practice of a high level of confidentiality.
- Excellent organizational management skills.

Education and Experience Required for the Human Resources Manager Job

- Minimum of a Bachelor's degree or equivalent in Human Resources, Business, or Organization Development.
- A minimum of seven years of progressive leadership experience in Human Resources positions.
- Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations, preferred.
- Active affiliation with appropriate Human Resources networks and organizations and ongoing community involvement, preferred.
- Possess ongoing affiliations with leaders in successful companies and organizations that practice effective Human Resources Management.

Physical Demands of the Human Resources Manager Job

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Human Resources Manager's job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the Human Resources Manager's job.

While performing the responsibilities of the Human Resources Manager's job, the employee is required to talk and hear. The employee is often required to sit and use his or her hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl.

Vision abilities required by this job include close vision.

Work Environment for the Human Resource Manager

While performing the responsibilities of the Human Resources Manager's job, these work environment characteristics are representative of the environment the Human Resources Manager will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the Human Resources Manager's job.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate.