

### Summary

Administers and coordinates human resources programs such as compensation and benefits, with a primary emphasis on employment and employee relations matters involving employees up through the middle management level; communicates and interprets company human resources policies and procedures for managers and employees

### Essential Duties/Responsibilities

- Advises managers and supervisors of state and federal regulations and effective human resource practices with regard to employee issues
- Administers various human resources plans and procedures for all company personnel; assists in development and implementation of personnel policies and procedures
- Counsels and guides managers on appropriate performance management measures; assists managers in writing corrective action memos and other documentation; attends or conducts corrective action sessions as warranted; performs necessary follow-up
- Coordinates recruitment process for exempt and non-exempt openings; initiates and coordinates recruitment ads; reviews applications/resumes; assist managers with screening applicants; ensures offers are made in accordance with procedures; coordinates new hire paperwork to ensure compliance with human resources policies and procedures
- Partners with managers to plan, analyze, and develop staffing needs and determine organizational structure
- Conducts new hire employee orientations, appraises employees of benefit options, and accurately completes requisite paperwork for new staff members
- Counsels employees regarding human resources policies, procedures, and practices
- When directed conducts special human resources studies in a variety of areas such as pay practices, turnover, and climate surveys, etc.
- May perform non-human resources related administrative and operational duties
- Identifies employee needs with regard to performance problems, training options, and career development and makes recommendations accordingly
- Provides input to managers in regard to potential enhancements to current personnel practices; assists in evaluation of reports, decisions, and results of department in relation to established goals; recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed
- Provides human resources-related training and may act as trainer for training development as needed and appropriate, addressing areas such as performance counseling and employee relations issues
- Monitors performance evaluation process
- Maintains compliance with state and federal regulations concerning employment



## Job Description for Human Resources Supervisor

---

### Level of Supervision

- Given** May assist in orienting, training, assigning, and reviewing work of others
- Received** Reports to Executive Director or designee; works under minimal supervision and relies on experience and judgment to plan and accomplish assigned goals; consults with superior or higher levels of management on the more difficult and complex phases of work

### Business Contacts

- Internal** Interacts with program staff, management finance/payroll department, and staff in the administration of human resources for a variety of routine to complex and confidential matters
- External** Interacts with human resources vendors and consultants, including but not limited to employment advertisement agencies, newspapers, training and development vendors, and compensation consultants; may interact with other HR professionals

### Educational/Licensing Requirements

- Education or Equivalent** Bachelor's degree or several years of experience in human resources, providing working knowledge in recruitment, employee relations, and compensation and benefits
- Certificates/Licenses** Valid driver's license

### Knowledge, Skills, & Experience

- Two or more years of demonstrated experience in the human resources field, with emphasis on employment, employee relations, benefits, or compensation
- Must have strong planning and organizing skills, with attention to detail and accuracy; effective oral and written communication skills; and excellent interpersonal skills
- Must show strong initiative, exercise sound judgment, and take appropriate action when necessary; must have strong interpersonal skills
- Must have intermediate PC skills to format reports, presentations, spreadsheets, graphics, general word processing, etc.
- Must demonstrate the ability to work fairly independently and plan and manage projects
- Must be able to maintain time management & have good ethics
- Must be trustworthy, have good ethics and self-discipline

"Inspiring and guiding others to a place of self-discovery and personal resolve to achieve great success."



## Job Description for Human Resources Supervisor

---

### **Physical Requirements**

No extraordinary requirements due to general office environment

### **Decision-Making Responsibilities**

Assesses situations, considers alternatives, chooses the appropriate course of action, and advises management accordingly; determines appropriate salary when negotiating with potential new hires; provides timely notification to manager of either emerging situations or those requiring follow-up attention; endeavors to resolve HR-related problems as appropriate

This description is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all duties, responsibilities, and requirements. Other functions may be assigned, and management retains the right to add to or change the duties and responsibilities at any time.

---

Print Name

---

Signature

---

Date