



## **JOB DESCRIPTION**

### **DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**

<b>Job Description Title:</b> Human Resources Manager	<b>Department/Program:</b> Human Resources
<b>Reports To (Title):</b> Director of Finance	<b>FLSA Status:</b> Exempt
<b>Supervisory Position:</b> No	<b>Position Status:</b> Full-Time
<b>Prepared By:</b> Human Resources	<b>Revision Date:</b> May 2023

### **JOB SUMMARY**

Under the supervision of the Director of Finance and in accordance with the direction and mission of District 7 HRDC, the Human Resources Manager is delegated the responsibility for the management of the Agency HR Function. The HR Manager provides assistance and support to program directors, agency departments, executive management, and employees in all matters related to the management of the Human Resources effort.

The HR Manager interprets and ensures compliance with HRDC policies and procedures as well as State and Federal employment laws and regulations. Directs and assists in the recruitment, personnel selection, staffing, classification, development and training, organizational analysis, fair employment practices, and employee relations. Provides training to agency managers and supervisors about management principles, practices and procedures.

### **MISSION OF THE ORGANIZATION**

Through its mission, HRDC-7 empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC-7 activities focus on 3 national goals:

- 1) Individuals and families with low incomes are stable and achieve economic security.
- 2) Communities where people with low incomes live are healthy and offered economic opportunities.
- 3) People with low incomes are engaged and active in building opportunities in communities.

## ESSENTIAL DUTIES

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

- Maintains and updates HRDC Employee Policies and Procedures Handbook to ensure forms are current, procedures are in place, and compliance requirements are met.
- Ensures compliance with all HR Policies and related processes and procedures.
- Drafts corrective action and disciplinary letters as required.
- Maintains on-going communication with agency management to maintain current information on all HR related issues.
- Reports to CEO on issues regarding employee relations issues, complaints, allegations of harassment, and other related problems.
- Chairs the Safety Committee and leads activities and education to promote all aspects of safety, and concurrently maintains agency wide safety procedures and policies.
- Analyzes agency benefits and compensation practices to ensure competitive wages, consistency, and legal compliance.
- Works with Director of Finance and CEO to develop annual employee compensation budgets in a timely manner.
- Assists with payroll review to ensure accuracy.
- Recruits, posts openings, screens applicants, and assists in hiring.
- Performs job reference, background, and criminal checks as required.
- Monitors new hire employment processing and basic orientation.
- Maintains and updates data tracking systems, for timely reporting of new hires, transfers, performance appraisals, training, professional licensing, and absenteeism rates.
- Maintains and updates staff organizational chart.
- Oversee the evaluation, classification and rating of job descriptions annually. Assists management in updating job descriptions to be current and appropriate to job duties and responsibilities, ensuring a consistent job description template is used.
- Administers, reports, and maintains recordkeeping systems for Federal and state employment verifications, Workers Compensation claims, FMLA, Unemployment claims, ADA, and other employment regulations.
- Maintains EEO records and prepare EEO and OSHA reports within prescribed deadlines. Posts annual OSHA summary at all locations by required deadlines.
- Analyze, develop and provide employee training programs to ensure employee development.
- Ensures compliance with applicable federal and/or state laws, regulations, and agency personnel policies. Advises supervisors in these requirements.

### **Additional Knowledge, Skills and Abilities:**

- Excellent communicator with working knowledge of Human Resources best practices, Montana and Federal employment laws and regulations.
- Self- Starter with exceptional organizational skills and the ability to work independently.
- Proficient in Microsoft Office, database computer programs, and internet.

- PHR or SPHR certification preferred.
- Effectively **communicates** on all platforms.
- Demonstrates **dependability** and **punctuality**.
- Adheres to a consistent work schedule.
- Demonstrates **professionalism** in the workplace.
  - Maintains professional boundaries with participants;
  - Must have the ability to work with low income and disadvantaged people by modeling an unbiased, non-judgmental attitude.
  - Demonstrates positive and appropriate interactions with coworkers and management.
  - Contributes to a harmonious and productive work environment.
  - Must be a team player to ensure overall program success.
- Nurtures, builds, and mentors employees to build a cohesive team.
- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Bachelor's degree in Human Resources or related field and four years of human resources related experience; or equivalent combination of education and experience to fully meet the minimum requirements for the position.

### **Licenses and/or Certifications:**

Must possess a valid Montana Driver's License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

## **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; needs to move about inside the office to access file cabinets, office machinery, etc.

## **WORK ENVIRONMENT**

The work environment is typical of that of an office setting.

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).*

*I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.*

*I understand that **HRDC-7** reserves the right to revise or change this job description as the need arises.*

*I have reviewed this job description and received a copy.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature:

\_\_\_\_\_  
Date: