

CALM
POSITION DESCRIPTION
Human Resources Manager

I. General Responsibilities

Responsible for all functional areas of Human Resources, including recruitment, orientation, compensation and Benefits, employee relations, training. Act as internal consultant to all levels of management regarding employment issues.

II. Specific Responsibilities:

- Recruit for all open positions.
- Manage the interviewing and hiring process by screening all resumes and applications, performing background and reference checks, verifying employment eligibility.
- Participate in as many initial applicant interviews as possible.
- Prepare offer letters, payroll authorizations and other hiring documentation.
- Orient all new employees.
- Maintain all employee records.
- Maintain all employee postings.
- Develop and maintain compensation and benefits programs for CALM employees.
- Prepare compensation analysis for market value of jobs and internal equity.
- Participate in compensation surveys as needed.
- Prepare semi-monthly payroll for all employees and manage relationship with payroll service.
- Maintain all payroll records and produce management reports as necessary.
- Manage the benefits programs including including medical, dental, retirement plans.
- Administer Workers Compensation, including filing and managing claims, advising supervisors on their role with injured employees, maintaining records.
- Manage all unemployment claims and reporting.
- Evaluate, analyze and make recommendations for any changes in benefit structure, specific plans or providers.
- Act as a liaison between the benefits providers (insurance companies, etc) and the employees.
- Evaluate, revise and implement performance evaluation system as necessary; and provide training to supervisors.

- Plan, develop and implement training/development opportunities for staff as requested and/or needed.
- Keep current on Federal and State employment laws and related human resource practices.
- Advise supervisors on performance and disciplinary matters and issues
- In collaboration with manager/supervisors, create and review all job descriptions.
- Ensure that the personnel policies are kept current, creating new policies and distributing them as needed.
- Develop procedures and appropriate forms for personnel related practices.
- Perform internal investigations of harassment charges and other such complaints and keep confidential records of same.
- Complete other human resource related projects and duties as assigned.

III. Essential Requirements

- Thorough knowledge or principles and practices of human resources management including current Federal and State employment law.
- Excellent verbal, written, analytical and problem solving skills
- Strong interpersonal skills.
- Ability to communicate comfortably and effectively within all levels of the organization.
- Ability to represent needs of employees and advocate as necessary but at the same time effectively represent management to employees, without compromising trust of either .
- Team player
- Confidentiality, discretion, and integrity.
- Minimum 5 years of experience working in Human Resource Management.
- Advanced training and/or certification in Human Resources or equivalent in experience.

Full-time/40 hours per week expected.

IV. Position Perquisites

- A. Medical/Dental/Vision Insurance
- B. Paid Time Off
- C. 403(b) Tax Sheltered Annuity Retirement Option w/Employer match after 1 year of service