

HR Management: Manager, Human Resources

Uses strategic HR expertise to partner with managers and employees within the company to resolve complex problems and advance short and long-term goals across a broad range of HR areas including employee relations, performance management, compensation, management development, retention strategies and staffing. Coordinates recruitment activities, compensation programs, on-boarding, employee benefits, and HRIS. Ensured positive employee relations in keeping with company objectives.

Management Role

Accomplishes results through subordinate supervisors, or exempt specialist employees.

Policy and Strategy

Interprets and administers policies, processes and procedures that may affect sections and subordinate work areas.

Freedom to Act

Assignments are defined in terms of activities and objectives. Work is reviewed upon completion for adequacy in meeting objectives.

Impact

Decisions have an impact on work processes and outcomes. Erroneous decisions or recommendations or failure to complete assignments normally result in serious delays and considerable expenditure of additional time, human resources and funds.

Liaison

Interacts frequently with internal personnel and outside representatives at various levels. Participates and presents at meetings with internal and external representatives. Interaction typically concerns resolution of operational and scheduling issues.

Operations Involvement/ Direct Work Involvement

Give direction, advice and counsel to lower level managers and high level professionals involved in developing and maintaining HR activities, policies and procedures to ensure positive employee relations in keeping with company objectives. Instrumental in the development and implementation of large programs and projects. Evaluate status and productivity of HR programs. Recommend changes to improve efficiency and cost effectiveness. Ensure overall schedules and performance standards are realistically set and attained. Partner with managers to implement key strategic hiring initiatives. Understand the business operations from both a strategic and tactical perspective. Analyze metrics/demographic data to identify improvement opportunities in the areas of retention, staffing, and compensation. Responsible for all projects assigned to the organizational unit. Directly participates in establishing and administering many centralized functional projects. Develop and administer budgets, schedules, and performance standards.

Minimum Education and Experience

Bachelor's Degree in Human Resources, Business or related field and 10+ years of diverse professional experience in all areas of HR which may include 5+ years managing respective area.