



CENTRUM
Job Description

JOB TITLE: Human Resources Manager
JOB STATUS: Part-Time Hourly (Casual 15-19 hours per week)
REPORTS TO: Executive Director
PAY RANGE: \$25 - \$35 an hour DOE

Overview

The Human Resource Manager will lead and direct the routine functions of the Human Resources (HR) department including recruiting, hiring and interviewing staff, administering pay, benefits, employee leaves, and monitoring legal compliance and adherence to company policies and practices.

Essential Functions

- Enhances human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. This may include planning employee team-building events.
- Works with staff to update job requirements and job descriptions for all positions.
- Supports organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes.
- On boards new hires by assisting with completion of new hire paperwork, reviewing core policies, explaining benefits programs, and assuring that the operations department has the information needed to set up and equip the employee and their workstation.
- Manages the pay plan by periodic pay surveys; scheduling and conducting job evaluations; monitoring and scheduling individual pay actions; and recommending, planning, and implementing pay structure creation/revisions.
- Ensures planning, monitoring, and review of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; and counseling employees and supervisors.
- Implements employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; and facilitating educational programs on benefit programs.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements, conducting investigations, and maintaining records. This includes ensuring that all posting and legal employee communications are updated and maintained.
- Enforces management guidelines by preparing, updating, and recommending human resource policies and procedures.

- Retains historical human resource records by maintaining/updating a filing and retrieval system and keeping past and current records. This includes conducting administrative tasks such as monitoring employee paperwork; conducting background checks; ensuring driver records and qualifications are kept up to date; maintaining employee emergency contact information; and enhancing/developing an HRIS within the existing payroll system.
- Cultivates professional and technical knowledge by attending educational workshops, reviewing professional publications, and participating in professional societies.

Other Duties

- Contributes to team effort by accomplishing related results as needed.
- Attend weekly staff meetings.
- Other responsibilities as developed in collaboration with the Executive Director.

Qualifications

- Bachelor's degree from a four-year college or university or similar work experience is required. Areas of desired expertise include hiring, human resources management, benefits administration, performance management, communication processes, compensation/wage structure, supporting diversity, classifying employees, employment law, and laws against sexual harassment.
- 5+ years of experience in progressively responsible human resource roles
- 3+ years of experience in Employee Relations
- 3+ years of experience in a supervisory role
- PHR/SPHR certification preferred.

Core Competencies

- Team player.
- Positive customer service skills.
- Fluency with MS Office, internet and new technologies.
- Excellent verbal and written communication skills.
- Attention to detail.
- Good organizational skills.
- Ability to work in a team environment while managing and prioritizing multiple tasks.
- Self-motivated.

Centrum Benefits

Employees who have established an employment relationship with Centrum but work less than twenty (20) hours per week are considered Casual employees. Casual employees are not eligible for Centrum benefit programs except for the Employee Assistance Program and the Centrum Retirement Plan based on plan eligibility requirements. They will accrue sick time based on Washington state's Paid Sick Leave law (RCW 49.46.210). Casual employees are also eligible for participation in Centrum workshops with waived tuition, depending on the available space in the workshop.

Human Resources Manager

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the typical physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work, and may be adapted to reasonably accommodate a disability as defined by the ADA.

NA: Not applicable, not required of this position.

NE: Requirement is present, but is not essential to the position.

O: Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

F: Frequent, 34-66 percent of the time.

C: Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting				X	
Walking			X		
Standing			X		
Running			X		
Bending or twisting			X		
Squatting or kneeling			X		
Reaching above shoulder level			X		
Climbing (e.g. stairs, ladders)			X		
Driving cars, light duty trucks		X			
Driving heavy duty vehicles	X				
Repetitive motion of hands/fingers				X	
Grasping with hand, gripping			X		

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	NA	NE	O	F	C
Lifting/carrying 10-25 pounds		X			
Lifting/carrying 26-50 pounds	X				
Lifting/carrying more than 50 pounds	X				
Pushing/Pulling		X			
Using Foot Controls	X				
Work in/exposure to inclement weather	X				
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes		X			
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Swimming, scuba diving	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases	X				
Exposure to blood, body fluid, or potentially contaminated materials	X				
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)	X				
Exposure to electrical current	X				
Seeing objects at a distance			X		
Seeing objects peripherally			X		
Seeing close work (e.g., typed print)					X
Distinguishing colors			X		

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	NA	NE	O	F	C
Hearing conversations or sounds					X
Hearing via radio or telephone					X
Communicating through speech					X
Communicating by writing/reading					X
Distinguishing odors by smell	X				
Distinguishing tastes	X				
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings		X			
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people			X		
Restraining/grappling with people	X				
Other:					
Other:					

Items checked above must be consistent with tasks listed.

<p>Are there any other physical or mental requirements of this position not addressed above?</p>

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date