

CAREER OPPORTUNITY



Title: Human Resources Manager

Hours: Full-Time, 37.5 hours/week, Exempt

Brief Description: The HR Manager will lead, manage, and oversee all aspects of Human Resource functions for the agency to ensure equal and equitable employment opportunities, promote positive consideration in placing all agency employees and volunteers, and guarantee the agency is in compliance with all relevant and applicable federal and state laws, agency regulations, policies, and procedures, including interview and hiring practices, administration of payroll, benefits, requests for medical leave, and enforcement of the agency's policies and practices.

KEY RESPONSIBILITY AREA MAIN DUTIES (Not all-inclusive):

- I. **Draft, present, and maintain all employee policies included in the Employee Handbook, Volunteer Handbook, and Supervisory Handbook.** (10%)
 - Recommend and draft changes to HR policies within the guidelines of federal, state, and local laws, along with CARF regulations and organizational culture, in a lawful, timely, and easy-to-read manner.
 - Train staff and supervisors on established policies, ensuring all employees have received policy revision(s) within 90 days of the finalization of policy change(s).
 - At minimum, review the Employee Handbook, Volunteer Handbook, and Safety Manual annually.

- II. **Complete HR duties set forth in the Employee Handbook.** (13%)
 - Investigate all claims of harassment in a timely and confidential manner.
 - Accurately file and maintain confidentiality of personnel and volunteer information.
 - Conduct terminating employees' exit interviews and appropriately file information.
 - Annually conduct and file employees' and volunteers' driver's license and auto liability insurance.
 - Recruit staff and volunteers through a variety of sources, including job fairs, online job boards, social media, and agency website.
 - Ensure strategic plan initiatives are understood and implemented to meet agency and CARF expectations.

- III. **Assist with accounting functions.** (15%)
 - Ensure that the Accounting Department receives relevant employee compensation and benefits information.
 - In the event of an involuntary employee termination, complete and send continuation coverage letters upon receipt of payroll change notice.
 - Ensure and maintain accurate recording and application of employee benefits and deductions in payroll.
 - Reconcile monthly benefits bills for accuracy and submit monthly check requests for vendor payments.
 - Accurately process bi-weekly payroll per Paylocity timelines.
 - Ensure the annual PTO rollover policy is correctly applied to all eligible employees' PTO balances.
 - Process payroll change requests and maintain payroll compensation spreadsheet.
 - Ensure strategic plan initiatives for Administration and Finance Departments are met.

- IV. **Manage the performance evaluation process for both employees and volunteers, and oversee job classifications and job description processes.** (5%)
- Assist program managers in developing position descriptions and updating current position descriptions at least every other year.
 - Complete and audit the evaluation process according to the agreed upon schedule.
 - Report any trends or outliers to leadership.
- V. **Coordinate and provide staff training while maintaining recordkeeping of training.** (20%)
- Provide general agency orientation to all new staff and volunteers the first day of employment.
 - Ensure that all appropriate new volunteer paperwork and training is collected and recorded.
 - Ensure that volunteer information is loaded into Volgistics.
 - Coordinate appropriate quarterly all-staff training for agency personnel.
 - Ensure all required training documentation is collected and filed in employees' files.
 - Keep log of all training provided by the agency.
 - Actively participate with the Community Training Collaborative's Summer Series Training initiative.
 - Ensure that all staff and volunteers working with children and vulnerable adults receive Archdiocesan-required SafeParish training and meet ongoing SafeParish requirements.
- VI. **Actively acquire knowledge on local, state, and federal employment law, Affirmative Action Plan, and CARF regulations to produce related intelligence for leadership.** (10%)
- Ensure all staff and appropriate volunteers receive fingerprinting and background checks; upon receipt of criminal background check, interpret law for any adverse convictions.
 - Maintain knowledge of trends, best practices, regulatory changes, and new technologies in the practice of human resource management, talent management, and employment law.
 - Apply knowledge to recommended changes in policies, practices, and resources to leadership.
 - Ensure renewed social work or nursing licenses are received and filed.
 - Document appropriate FMLA paperwork and correspond with employees and managers.
 - Communicate job openings for website (employee and volunteer openings) to Development team.
 - Ensure all job postings are developed to a satisfactory standard with consideration of appropriate employment laws and are posted internally and externally in a timely fashion.
 - In conjunction with CARF requirements, prepare the necessary policy and procedural documentation to ensure compliance with HR-specific regulatory standards.
 - Develop forms, tools, processes, and documentation to assure that adherence to policies and procedures can be demonstrated for CARF reviewers.
 - Remain prepared to answer questions by CARF reviewers during site visits.
- VII. **Collaborate with senior leadership to implement goals and strategies related to recruiting, orienting, and retaining employees.** (10%)
- Meet with leadership team to discuss and strategize the best approach when recruiting new employees.
 - Review and offer suggestions on existing written job descriptions and job postings.
 - As resumes come in to the agency, review and forward or reject applicants based upon the minimum job requirements listed in the job posting.
 - Use established salary ranges to provide leadership with job offer rates.
 - Once job offer is accepted, conduct onboarding and orientation functions for new hires.
 - Be responsible for all employee retention initiatives, including surveys, new hire feedback, and employee exits.

VIII. **Teamwork and professional growth** (10%)

- Actively and regularly participate in informal discussions, processes, and projects.
- Identify issues and communicate those findings to leadership for discussion.
- Actively participate in ongoing evaluation processes.
- Appropriately access and utilize supervision toward professional development.
- Participate in own professional development through attendance at workshops, trainings, and literature review.
- Demonstrate a positive attitude and approach as a “team player.”
- Maintain educational requirements for job-specific certifications.

IX. **Additional functions/responsibilities** (7%)

- Continue to be a point of contact for employment-related issues as they arise.
- Participate as an advisor for the agency’s Personnel and Safety Committees.
- Perform other job-related duties and activities as needed.
- Gain knowledge of the appropriate use of all CSSMV forms and the operation of equipment.
- Keep up to date with current publications within industry.
- Keep supervisor informed and involved in the activity of projects, as necessary.
- Follow all professional standards for work area, license area, the agency, and other agencies for which collaboration occurs.
- May require flexible scheduling including evening or weekend hours; may require working additional hours due to the nature of the position.
- Possess a valid Ohio driver’s license with good driving record and access to a private, insured vehicle during working hours.

MINIMUM REQUIREMENTS:

- Bachelor’s degree in human resources, business management, or related field; five years’ experience; or equivalent combination of education and experience
- PHR or SHRM-CP certification preferred
- At least three to five years of supervisory experience
- Ability to use a computer with substantial ease, including Word, Excel, and Outlook; familiarity with PowerPoint helpful
- Ability to support and problem-solve with staff and volunteers
- Ability to work with diverse populations and treat all with dignity and respect
- Excellent oral and written communication skills
- Willingness to work occasional flexible hours
- Ability to maintain professional ethics and confidentiality

SCOPE OF DAILY CONTACTS:

- Agency staff and volunteers

DIRECT REPORTS:

- Human Resources Assistant

*Interested candidates should send a resume with salary requirement to:
Human Resources, Catholic Social Services of the Miami Valley
922 W. Riverview Ave. Dayton OH 45402
or e-mail to jobs@cssmv.org or fax to 937.222.6750*