

## Human Resources Manager

**REPORTS TO:** Operations Director

**FLSA STATUS:** Exempt

**STATUS:** Full-Time, 52 weeks, 40 hours per week

**SAFETY SENSITIVE:** Yes

### **Job Summary:**

Responsible for working in conjunction with Operations Director to establish written Human Resources policies and procedures, including reporting, implementing and maintaining human resources systems within the Operations Department.

### **Essential Functions:**

The Human Resources Manager will ultimately be evaluated on a combination of skills, dispositions, and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The Human Resources Manager responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Human Resources Manager will demonstrate competency to perform essential functions that include:

1. Responsible for direction, consultation, and dissemination of personnel related information to management staff per established Operations Department protocol. Includes wage and hour laws, civil right laws, worker's compensation, etc. as well as internal personnel policies and procedures.
2. Research, interpret, revise, and create policies involving personnel related issues. Remain updated on latest legal, performance standard updates regarding Human Resources policies and procedures in order to remain in legal compliance.
3. Supervise human resources staff and maintain positive communication providing information when warranted and/or required.
4. Monitor and coordinate 401K eligibility to employees.
5. Coordinate PGCCs annual employee benefit enrollment dates/meetings in conjunction with the Finance Manager and Operations Director.
6. Assist Compliance Specialist in the hiring process for staff, inform the Administration Directors and Managers of staffing needs and changes.
7. Track, analyze and report on recruitment, retention, and areas of compliance.
8. Ensure worker injury and accident records are processed and maintained in a timely manner, including light duty early return to work and other related worker's compensation processes.
9. Oversee COBRA benefits and other duties required to facilitate the Broker's service to PGCCS employees.
10. Review and process unemployment claims with the assistance of Operations Director.
11. Monitor and report FMLA report and status.
12. Complete annual Census and EEOC reports.
13. Work in conjunction with the Professional Development Team to ensure the Agency training plan is being executed and up to date.
14. Monitor human resources systems to assure compliance with established PGCCS and Operations departmental protocols including working in conjunction with the human resource team to implement systems and monitoring.
15. Serves as backup to Human Resources Specialist.
16. Utilize virtual platforms for meetings and communications.

17. Other duties as assigned.

**Minimum Qualifications:**

1. Requires BA in HR Management; Business; Personnel Management or Human Services. MA preferred. HR certifications preferred. All education must be from an accredited institution.
2. Three years' experience in Human Resource, supervisory and/or management.
3. Advanced computer skills and HR software systems.
4. Experience with vendor relations preferred.
5. Arizona's driver's license, proof of insurance, fingerprint card, and Social Security card, and provide a vehicle for program business.
6. Health Questionnaire is required at hire and will be updated every 3 years.
7. Meet all agency, state and federal required immunizations or have an approved exemption on file.
8. Employee must be able to speak, read, write, and understand English.

**Knowledge, Skills, and Abilities:**

1. Advanced knowledge of Business/Human Resources practices, Labor law, FMLA, COBRA, EEO, ADA, and other employee issues preferred.
2. Knowledge of office practices/procedures, HR procedure administration, monitoring procedures, supervision and legal requirements, employee relations, Cultural and Ethnic diversity, Family Dynamics, Adult Learning Styles, compensation/benefit program management, and employee recruitment and retention programs required.
3. Knowledge of: Head Start Program Performance Standards
4. Good oral/written communication/technical writing and organizational skills required.
5. Demonstrate an understanding of the DCS reporting system, signs and symptoms of child abuse and neglect.

**Physical Requirements:**

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 10 lbs., and occasionally lift and/or move up to 25 pounds.

**Working Conditions:**

Work is performed in a classroom/office setting where minimal exposure to injury exists. The hours of work will generally be during regular business hours and average at least 40 hrs. per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold, and poor ventilation.

**Acknowledgements:**

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.



Rev-2022

---

Employee Signature

---

Date