

Position Description

Position Title:	HR Manager / Generalist
Reports To:	President of Healthy Directions and HR Director of Adaptive Health
Department:	Human Resources
FLSA:(Exempt/Non-Exempt)	Exempt
Band/Level:	Management (optional)

Position Summary

Advise and coach managers on HR policies and programs including employee relations issues. Manage daily departmental operations and business planning of HR programs. Ensure policies, procedures and HR programs are consistently administered, aligned with organizational goals and are in compliance with professional standards, state and federal regulatory requirements and laws. Plan, manage and coordinate all human resources initiatives; compensation, benefits, training and employee relations of an organization.

Duties and Responsibilities

- Provides day-to-day performance management guidance to management (coaching, counseling, career development, disciplinary actions). Anticipate and/or investigate human resource issues and concerns. Initiate steps and makes recommendations for resolution.
- Provide advice and counsel on personnel and employee relations issues to staff, managers, supervisors, and senior management. Work directly with supervisors, managers, and senior management to assist them in carrying out responsibilities on personnel matters. Anticipate and/or investigate human resource issues and concerns. As appropriate, initiate steps or provide guidance and recommendations for resolution.
- Prepare and maintain records, and procedures for managing personnel transactions, reporting personnel data, and compliance.
- Facilitate the retention and orientation processes, working closely with appropriate staff and department managers. Support the development of strategies for the identification of talent within and outside the corporation.
- Assist in the planning, administration, and maintenance of payroll and direct and manage employee benefits programs.
- Facilitate the performance management program, including 90-day and annual evaluations and processes for communicating performance throughout the year.
- Maintain knowledge and understanding of trends, requirements, and legislation affecting human resource management. Ensure compliance where applicable.
- Participate and assist in discipline and termination process, including notice, separation arrangements, exit interviews, continuation of benefits, and related issues.
- Assure effective communication of human resource policies, procedures, plans, and practices to all levels of the organization.
- Evaluate the human resource function and team for continual improvement of the efficiency and effectiveness of the group.
- Provide counsel, direction, and feedback to staff in the performance of their duties, establishing work priorities, and in achieving management objectives. Provide team staff with opportunities for professional growth.
- Through the human resource program, position the company as an employer of choice.
- Performs other duties as assigned.

Position Description

Education and Experience

- Minimum of 4 years of HR experience with at least 2 years of experience in employee relations.
- Exceptional communication skills, both verbal and written, with employees at all levels of the organization.
- Experience with all HR functional areas included but not limited to: Onboarding; Exiting; Recruitment; Benefits; Compliance; Compensation; Organizational Administration; Performance Management; Visas; Employee Relations and Policies and Procedures.
- Experience with HRIS systems, preferably ADP.
- Proficient with Microsoft Office Suite with strong Excel skills.
- Comfortable providing feedback to employees at all levels (individual contributors, managers and executives) in areas including performance management, objective setting and employee development.
- Good working knowledge of HR policies and procedures.
- Good working knowledge of federal and state employment law.

Preferred Qualifications

- PHR/SHRM-CP or SPHR/SHRM-SCP certification
- Experience supervising both large and small teams
- Able to multi-task, set and maintain priorities
- Excellent organizational and follow up skills
- Strong oral and written communication skills
- Strong presentation skills
- Limited travel may be required from time to time

Position Description Approvals	
Dept. Senior Executive:	
Date Approved:	
HR Representative:	
Date Approved:	