

**Company Name:**\_\_\_\_\_

<b>Job Title:</b>	<b>Human Resource Manager</b>
<b>Position Type :</b>	[i.e.: full-time, part-time, contract, other]
<b>Job Description:</b>	
<p><b>Job Purpose:</b></p> <p>Maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"><li>• Maintains the work structure by updating job requirements and job descriptions for all positions.</li><li>• Maintains organization staff by establishing a recruiting, testing, and interviewing program, counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.</li><li>• Prepares employees for assignments by establishing and conducting orientation and training programs.</li><li>• Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implement pay structure revisions.</li><li>• Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.</li><li>• Maintains 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; designing and conducting educational programs on benefit programs.</li><li>• Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.</li><li>• Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.</li><li>• Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.</li><li>• Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.</li><li>• Completes human resource operational requirements by scheduling and assigning employees; following up on work results.</li><li>• Maintains human resource staff by recruiting, selecting, orienting, and training employees.</li><li>• Maintains human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.</li><li>• Contributes to team effort by accomplishing related results as needed.</li></ul>	

**Company Name:**\_\_\_\_\_

**Skills/Qualifications:**

Hiring, Human Resources Management, Benefits Administration, Performance Management, Communication Processes, Compensation and Wage Structure, Supports Diversity, Classifying Employees, Employment Law, Laws Against Sexual Harassment, Organization.

**Interested Candidates should submit a completed resume and cover letter to:**

Contact Name:\_\_\_\_\_

Email Address:\_\_\_\_\_

Company Address:\_\_\_\_\_

*[NOTE: To post your job on [www.employment.gov](http://www.employment.gov), copy this description. You can log in to an existing account or provide your e-mail address if you are a new user. Select the zip code where the job is located, and then paste the job description into the online wizard. Then simply complete the required information and check out.]*