



Job Description

Job Title: Human Resources Manager
Reports To: Chief Administrative Officer
FLSA Status: Exempt

Prepared By: HR Manager
Approved By: President/CEO
Approval Date: 8/29/2018

GENERAL DEFINITION AND PURPOSE OF WORK:

The Human Resources Manager administers a comprehensive human resource program to include recruitment and hiring, classification and compensation, benefit management, and employee relations.

ESSENTIAL FUNCTIONS/ TASKS:

- Writes HR policies and procedures to comply with state and federal laws
 - Administers a classification system to ensure position descriptions are accurate and up-to-date. Evaluates each position description considering the duties, responsibilities, tasks, and authority level, and assigns a salary range which will attract and retain qualified applicants/employees. Evaluates each for compliance with FLSA exempt/non-exempt status.
 - Oversees the recruitment and hiring of employees including writing and placing ads, logging applications, working with hiring manager to identify applicants to interview, writing questions, preparing interview packets and assisting in the interview process.
 - Administers a benefit program to include health, dental, flexible benefits, deferred compensation and others as deemed appropriate. Ensures changes in benefit plans and open enrollment information are provided to all employees.
 - Works with benefit vendors to update services, monitor and ensure compliance with all regulations.
 - Ensures all participant benefits are entered into the vendor/provider computer system for access to services. Resolves any problems in participation and benefit access.
 - Oversees the compensation system including making recommendations on salary ranges, market adjustments, salary offers to new employees etc.
 - Authorizes payroll for all hiring, enrollment and termination of employees and changes in wage information, benefits etc.
 - Assists department heads and supervisors in identifying staffing needs. Writes and updates position descriptions to ensure accuracy.
 - Monitors the performance evaluation system.
 - Manages the Workers' Compensation benefit by establishing a panel of physicians, reporting requirements and communicating with insurance company.
 - Provides employee relations services by researching and/or investigating issues or problems.
 - Writes and updates policies to reflect changes in laws, regulations and agency needs.
 - Provides orientation to new employees, training employees on HR related issues and provide written
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material for supervisor to keep abreast of changes in the HR field.

- Completes reports, surveys and other documents for compliance with vendors, Feeding America and other regulatory agencies.
- Maintains and retains HR and personnel records ensuring confidentiality of information. Ensures records are destroyed protecting confidential and sensitive information.
- Serves as resource to CEO and other management team on HR related issues.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This position does not have supervisory responsibilities.

EXAMPLES OF EXPECTED DECISION MAKING:

Makes decisions on recruitment strategies to attract and retain employees. Writes, interprets and applies policies to situations which occur in the course of operations. Establishes pay ranges based on duties assigned to positions, compensation research and studies.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to communicate clearly, effectively, and professionally both orally and in writing
- Ability to collaborate and build consensus.
- Ability to speak publicly and facilitate group meetings
- Computer skills including knowledge of Microsoft products including Word, Excel, PowerPoint
- Ability to understand, interpret and enforce regulations and laws in an accurate and equitable manner.
- Ability to analyze information and develop creative solutions and/or alternatives
- Strong analysis and planning skills.
- Ability to deal with the public a professional, timely, fair, and confidential manner
- Exceptional organizational and time management skills
- Ability to work with multi-tasks in an accurate and timely manner
- Knowledge of communication and organizational development principles and practices
- Abilities to work both independently and as part of a team

EDUCATION AND EXPERIENCE:

Bachelor's degree required, Master's degree preferred in Human Resources, Organizational Leadership, related area or equivalent amount of training and experience.

PHYSICAL REQUIREMENTS OF THE POSITION:

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations will be made in accordance with ADA to enable individuals with disabilities to perform the essential job functions.

This position is located at a warehousing/distribution facility. With warehouse and truck traffic in the facility

and grounds, a few steps to walk up into the facility and product stacked and stored throughout, this position requires someone who is mobile and who can watch for traffic and normal hazards of a warehouse environment. While performing the job duties of this job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to stand, walk and/or reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to use a computer to track detailed data, write reports and receive information; must be able to communicate by phone and in person; must be able to drive to and from meetings, events, and to run errands.

Central California Food Bank is an at-will employer. This means that employment can be terminated at-will by the company or employee and such termination can be made with or without notice.

Central California Food Bank is an Equal Opportunity Employer.

Central California Food Bank is a proud member of Feeding America.
