

## **Human Resource Manager**

The position of Human Resource Manager is a key position within the core management structure of Tezak Heavy Equipment. This position comes with many responsibilities and the individual assuming this position must possess excellent management and even more so, leadership qualities. This individual must have excellent communication, motivational, instructional and mentoring skills. Personal as well as professional integrity is a must and this person must "Lead by Example."

### **Position Purpose**

The Human Resource Manager is responsible for developing, maintaining and administering personnel management programs encompassing all functional areas of personnel relations. The HR Manager is responsible for EEO/AAP, employment, recruitment, placement, dispute resolution, evaluation, staff development, benefits, and unemployment.

The position also requires a reasonable and sound thought process with a common sense approach. It requires that decisions be made without regard to one's own gain but rather for the betterment and prosperity of the company.

This individual must actively enforce **ALL** company policies and promote a safe working environment. They must encourage "Teamwork" within the company as a whole.

This being said, the following responsibilities are expected of this position:

### **Essential Duties and Responsibilities**

1. Identifies and maintains knowledge of legal requirements and government reporting regulations affecting human resource functions and ensures policies, procedures, and reporting are in compliance.
2. Directs the recruiting, interviewing, screening, testing, hiring, onboarding, separation exiting, grievance, discipline, and evaluation processes and programs to ensure effectiveness, compliance, and equity within the organization.
3. Creates and maintains job descriptions.
4. Partners with department managers and provides management training in interviewing, hiring, terminations, promotions, performance review, and discriminations/sexual harassment. Advises management in appropriate resolution of employee relations issues and the most qualified candidate for a position
5. Develops, updates, and reviews the employee handbook, which includes personnel policies, procedures, and programs. Communicates and responds to inquiries regarding personnel policies, procedures, and programs for all employees.
6. Prepares and processes all employment contracts in compliance with policies and contracts with outside vendors to provide employee services.
7. Promote diversity, inclusion, and mentoring. Develops and monitors Affirmative Action/EEO goals. Reports utilizations information to appropriate agencies. Conducts complaint investigations regarding discrimination or sexual harassment.
8. Directs and implements the benefits programs, including benefit counseling, insurances, pension plans, time off and FMLA, employee assistance, and any other benefits as they become available. Administers weekly benefit changes, answers

insurance claim questions and/or issues, and assists with the annual renewal of the healthcare plan benefits, costs, employer share of cost.

9. Manages the HR Module in the VISTA system.
10. Responsible for personnel related professional development training for employees.
11. Maintains all personnel files for all employees, including leave records, benefit plan participation, hires, promotions, transfers, performance reviews, terminations, and employee statistics for government reporting.
12. Coordinates with payroll department and processes unemployment claims. Assists with child support and other garnishments deductions and limitation on multiple orders. Learn weekly payroll function as back-up from organizing and entering timecards all the way through the processing and issuing payroll checks to be a backup to payroll clerk when on vacation.
13. Monitors salary placement and conducts wage surveys within labor market to determine equity and market competitiveness.
14. Recommends and implements procedures to assist in employee retention.
15. Represents organization at personnel-related hearings and investigations.
16. Attend career/college recruiting fairs; manage internship program, on-the-job training program and federal apprenticeship program.
17. Perform additional duties, not specifically mentioned, as the position may require.

### **Qualifications**

To perform in this position successfully, an individual must be able to perform each essential duty satisfactorily and with the knowledge, skill, and ability required in all processes or areas. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

This individual has the key skills and abilities to include:

1. The ability to manage HR functions in the construction and mining industries.
2. Maintain confidentiality regarding proprietary company information.
3. The ability to use judgement, tact, discretion, and initiative.
4. The ability to coach, influence, facilitate, present, communicate, develop processes, analyze, and solve problems.
5. The ability to read, analyze, and interpret industry journals, reports and legal documents.
6. The ability to lead difficult conversations with professionalism and respond to common inquiries or complaints from customers, regulatory agencies, members of the community, and employees.
7. The ability to apply mathematical operations as needed for the position.
8. The ability to recognize, initiate, and lead improvement activities, change or challenge decisions to meet performance goals or commitments.
9. The ability to build community partnerships, professional networks, job/college fairs, etc.

This individual must possess the computer skills necessary for the position to include, but not be limited to, Microsoft Office (Word, Excel, Outlook, Power Point), VISTA by Viewpoint (preferred), web-based recruitment platforms, and government reporting websites.

### **Education and Certification**

The ideal candidate will have bachelor's degree in human resource or business management and five (5) years of related experience and/or training; or equivalent combination of education and experience. The preferred Licenses/Certifications: PHR, SPHR or SHRM-CP. A valid Driver's License is required.

To build a diverse workforce, Tezak Heavy Equipment welcomes all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, color, religion, national origin, age, disability, veteran status, genetic data, or religion or other legally protected status. EEO/AA employer.