

ANNE GRADY CORPORATION

JOB CLASSIFICATION: Human Resources Manager
DEPARTMENT: Administrative Services
TITLE OF POSITION: Human Resources Manager
IMMEDIATE SUPERVISOR: Associate Director of Human Resources
NORMAL WORKING
HOURS AND SCHEDULE: full-time M-F with flexibility with some weekend hours as needed

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE, SKILLS, AND ABILITIES: 1) Bachelor's Degree in Human Resources Management; or related field preferred 2) Minimum of two (4) years of HR experience in a social service or related organization required; 3) Excellent organizational, attention to detail and communication skills required, along with a customer service orientation; 4) Knowledge of labor laws required and ability to learn Licensure regulations required. 5) Knowledge of computer programs including Microsoft XP Professional and Excel and others as required. 6) Ability to maintain confidentiality; 7) Ability to work well with others, must be able to act as liaison between staff, management, and the union; 8) Minimum of two (2) years of recruitment and retention experience required. 9) Ability to work independently, motivate others, handle many tasks concurrently, and meet deadlines, 10) Excellent interpersonal and communication skills required; 11) HR Certification preferred; 12) ability to sit for extended periods of time.

POSITION RESPONSIBILITIES

1. Oversees all recruitment and retention efforts including comprehensive onboarding and performance management efforts.
2. Ensures job descriptions are up to date and compliant with all local, state, and federal regulations.
3. Oversees upkeep of employee handbook and works closely with respective HR and leadership personnel to ensure information in the handbook is accurate.
4. Provides regular reports as assigned and requested to assist the leadership team in making effective decisions.
5. Provides support and guidance to direct reports, with a focus on professional development
6. Assist Chief Organizational Development and updating, includes writing and revising policies and procedures and ensures they are accessible to all employees.
7. Works closely with the Associate Director of Human Resources, Chief Org. Development office, on FMLA, Workers Compensation, Unemployment, EEOC, OSHA, and legal matters and other areas as assigned.
8. Provides guidance and resources to all supervisors to effectively manage staff performance, sends performance evaluation list out to all Managers and tracks when they are due.

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9. Remains approachable and communicates effectively with employees to ensure a positive and solution focused culture and work environment.
10. Oversees the daily workflow of the HR department.
11. Works closely with recruiting Coordinator and Training Teams to regularly evaluate recruiting, onboarding and retention strategies and plan.
12. Coordinates the tracking for drivers' licenses and automobile insurance for respective departments and ensures that valid/updated drivers licenses and proof of automobile insurance is updated in personnel files.
13. Enters all ICF direct care workers and nurse's employees are put into CareTracker.
14. Serves as the main contact for all employee's concerns effecting job performance, providing them appropriate resources, guidance and contact so attain success.
15. Assist supervisors and other organizational leaders with employee retention, performance management, and employee engagement initiatives.
16. Inputs in Solona disciplines, and handles all grievance for all employees, and provides prior disciplines to Manager & Supervisors.
17. Administers benefits programs to include health, dental, and optical insurance, flex spending and COBRA compliance, and 403b plan.
18. Actively promotes a positive culture embodying compassion, teamwork, and excellence within the organization.
19. Works and communicates with all employees, visitors, vendors and candidates of employment in a positive and professional manner, representing the organization positively.
20. Follows policies and procedures and exemplifies corporation philosophy.
21. Ensures that individual are free from abuse and neglect to the extent possible.
22. Reports immediately knowledge of any situation that may infringe or may have infringed on any individuals right to be free from abuse and neglect.
23. Performs all other related duties as assigned.

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List of positions directly supervise.
Recruitment Coordinator
Human Resources Specialist

Signature of Employee

Date

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Signature of Department Director