



The Arc Gateway, Inc. Job Description

Job Title: Human Resources Manager
Department: Administration
Reports To: Chief Executive Officer

SUMMARY Plans and carries out policy relating to all phases of human resources activities by performing the following duties personally or through program managers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned beyond essential and non-essential duties.

- Maintains a human resources system that meets top management information needs.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records
- Will assure that all necessary background screenings are completed
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings
- Conducts periodic industry wage surveys recommends pay structure revisions
- Process Personnel Action Forms
- Reviews employee evaluations
- Will notify program managers of necessary employee related issues
- Will maintain confidentiality in all personnel related matters
- Primary contact regarding employee relations
- Assist managers in disciplinary actions and counseling
- Maintain team building and development training for all staff
- Collaborate with leadership to maintain, create, and implement agency procedures
- Coordinate in-service and employee appreciation
- Will assure all worker's compensation and other employee requirements/regulations are met.
- Will update employee handbook as necessary, obtaining approval for changes and assuring all employees are properly notified
- Maintain unemployment through DEO
- Process all FMLA paperwork and collaborate with Payroll to ensure proper tracking
- Will complete all necessary paperwork, notification, follow-up, etc. for worker's compensation injuries. Will notify workers compensation company of employee/client changes monthly.
- Member of Personnel Committee
- Complete inner-office file audits to ensure accuracy in preparation for official audits and follow up with managers regarding personnel file items outstanding

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with filing as necessary
- Prepare in-house and other postings for job openings.
- Provide employment verifications.
- Will pre-interview applicants as necessary.
- Will review personnel policies and benefits at employee group orientation.
- Other duties as assigned by the CEO

SUPERVISORY RESPONSIBILITIES Directly supervises HR Generalist. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include: directing work, appraising performance, rewarding and disciplining, addressing complaints, and resolving problems.



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QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE Must have minimum of four years human resources experience and a bachelor's degree in Human Resources Management or other related field or a master's degree in Human Resources or other related field with two years of human resources experience.

LANGUAGE SKILLS Ability to read, analyze and interpret general business periodicals, professional journals or government regulations. Ability to write reports, business correspondence and policy manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and general public.

MATHEMATICAL SKILLS Ability to add, subtract, multiply and divide in all units of measure, using whole numbers common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY Ability to apply principles of logical thinking to a wide range of intellectual and practical problems. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to deal with a variety of abstract and concrete variables in situations where limited standardization exists.

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

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle or feel; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel or crouch. Vision requirements must be sufficient to read print.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION Computer literacy with specific knowledge of database and Excel.

Beginning Salary: \$45,000 (depending on experience)

Status: Exempt

Working Hours: 40 hours per week/flexible