

JOB INFORMATION

<i>Job Family</i>	Human Resources
<i>Sub-Family</i>	HR Generalists
<i>Job Title:</i>	Human Resources Manager
<i>Job Code:</i>	
<i>Alternate Title</i>	
<i>Version Date:</i>	1/23/2023 10:01:39 AM
<i>Salary Grade:</i>	
<i>Category</i>	Human Resources
<i>Department:</i>	
<i>FLSA Classification:</i>	Exempt
<i>EEO Code:</i>	Professionals
<i>Job Level:</i>	Individual Contributor

JOB SUMMARY

The Human Resource Manager will be responsible for the daily human resource functions including talent acquisition, administering pay, benefits, and research, create and enforce the organization's policies and practices.

Essential Functions

<i>Essential Function</i>	<i>% TIME</i>
Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.	35%
Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.	15%
Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law. Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.	10%
Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with department managers to understand skills and competencies required for openings	10%
Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.	10%
Completes input and bi-weekly processing of payroll. Informs employees of benefit usage by preparing and distributing benefit reports.	5%
Maintains and improves onboarding process, facilitates onboarding of new staff, and assists hiring manager with completing the onboarding process.	5%
Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.	5%
Oversees employee disciplinary meetings, terminations, and investigations.	5%

Additional Responsibilities

Additional Responsibilities

Support the Foundation's commitment to Health Equity and Inclusion, Diversity, Equity and Access.

Support and build the Foundation's reputation as a leading resource for living well with Parkinson's.

Assist in other activities as assigned.

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

Bachelor's Degree	in Human Resources, Business Administration or related field	Required	
-------------------	--	----------	--

Work Experience

3 years or more	of human resource management experience	Required	
-----------------	---	----------	--

Licenses and Certifications

PHR or working towards - Professional in Human Resources		Preferred	
--	--	-----------	--

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Strength - Lift, carry, push, pull, or otherwise move objects	X					
Reading	X					
Carrying	X					30 lbs
Climbing Stairs	X					
Crouching	X					
Grasping	X					
Grip	X					
Handling	X					
Kneeling	X					
Pinch	X					
Pulling	X					
Pushing	X					
Lifting	X					
Reaching	X					
Vision					X	
Repetitive Motions				X		
Sitting				X		
Standing	X					
Walking	X					
Stooping	X					

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

Working Environment					
Working Condition	NA	Rarely	Occasionally	Frequently	Constantly
Extreme cold	X				
Extreme heat	X				
Humidity	X				
Wet	X				
Noise	X				
Hazards	X				
Temperature Change	X				
Atmospheric Conditions	X				
Vibration	X				
Other	X				

TRAVEL REQUIREMENTS	
Travel Type	Percentage
Domestic	5%

Valid Driver's License Required	
Yes/No	Reason for Drivers License
No	To attend local and remote events, transportation while traveling.

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.

Functional Competencies		
Competency	Level	Competency Description
Collaboration	3. Mid	Maintains mutually beneficial partnerships with other functions.
Functional Knowledge	3. Mid	Thorough understanding of his/her discipline and a rudimentary understanding of other disciplines.
Managing Change	3. Mid	Initiates and implements departmental modifications.
Analytical Thinking	4. Experienced	Solves complex problems using a sequential system.
Communication Skills	4. Experienced	Advanced communication skills used to lead a team.
Influence	3. Mid	Seeks support for functional projects within and outside the function.
Problem Solving	4. Experienced	Assesses circumstances using experience and a variety of information gathered.
Business Impact	3. Mid	Departmental oversight including goal setting, budget management, and results.
Company Knowledge	3. Mid	Understands how his/her team contributes to the department to meet the goals defined.

SCOPE

Freedom To Act

Works is accomplished with moderate supervision. Follows established and detailed directions. Work is reviewed for accuracy and overall adequacy.

Problem Complexity and Problem Solving Timeframes

Provides resolution to a diverse range of recognizable complex problems. Analysis is required to identify root cause. Uses judgment within defined boundaries to develop alternate solutions, both long and short term. Problem/Task resolution timeframe: Inclusive of shorter timeframes, but typically the majority of tasks take three to six months to resolve.

People Management

Direct Resources Managed

Indirect Resources Managed

Impact

Failure to obtain results or erroneous judgments or recommendations would normally have serious results and may require substantial expenditure of resources to correct and / or achieve goals.

Contact with Others

Frequently inter-organizational and outside customer / vendor contacts. Part of a team who represents the organization. Monitors activities and communicates information across the organization

Financial Responsibility

Total Financial Responsibility

The incumbent does not currently have budgetary responsibilities

COMPENSATION

<i>Salary Max</i>	\$0
<i>Salary Midpoint</i>	\$0
<i>Salary Min</i>	\$0