

HUMAN RESOURCES MANAGER JOB DESCRIPTION

(revised 4/2024)

Job Title: Human Resources Manager
Reports To: Director of Administration
FLSA Status: Exempt
Full/Part Time: Full Time

SUMMARY: The Human Resources Manager will lead and direct the routine functions of the Human Resources department including recruitment and selection, benefit administration, employee relations, performance, and ensuring compliance with Firm policies and practices.

JOB DUTIES AND RESPONSIBILITIES

- Partner with the leadership team to execute the Firm's human resource and talent strategy as it relates to current and future talent needs, recruiting, retention, and succession planning
- Collaborate with Director of Administration and Firm management to resolve employee relations issues
- Provide support and guidance to assigned HR staff, management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as managing the FMLA process, providing reasonable accommodations, investigating allegations of wrongdoing, and terminations
- Serve as a liaison between the Firm, brokers, and external benefit vendors, which may include health care, disability, and retirement plan providers; execute annual benefit open enrollment, communicate enrollment changes to insurance companies and to accounting for employee payroll deductions
- Coordinate onboarding and orientation for all new employees
- Develop, recommend and implement personnel policies and procedures
- Manage the talent acquisition process, which may include recruitment, interviewing, and selection of qualified applicants; collaborate with departmental managers to understand skills and competencies required for open positions
- Analyze trends in compensation and benefits; research and propose competitive base and incentive pay programs to ensure the Firm attracts and retains top talent
- Coordinate the employee separation process
- Manage the performance review process, including rewriting job descriptions as needed
- Develop support staff learning and development programs and initiatives that provide internal development opportunities for employees
- Monitor and ensure compliance with federal, state, and local laws and regulations, and recommended best practices; review and modify policies and practices to maintain compliance; advise Firm management on potential impact and needed actions
- Demonstrate a high level of ethical conduct and ability to maintain confidentiality of sensitive personnel information
- Perform other related special projects and duties, as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of EEO, ADA, and related employment laws and guidelines, and human resource management concepts
- Knowledge of modern management principles and best practices
- Strong attention to detail
- Ability to effectively manage, gain buy-in, and guide change through significant challenges while achieving Firm goals and objectives
- Ability to anticipate work needs and follow through with minimal direction; follow up on own initiative
- Ability to quickly learn and integrate new technical skills and knowledge; seek out avenues to enhance technical skills
- Ability to prioritize, organize workflow, and use time efficiently
- Ability to perform at high levels in a fast-paced, ever-changing work environment and to pivot quickly, responding with flexibility to changing priorities and work demands
- Ability to act with discretion, tact, and professionalism in all situations
- Possess strong customer service orientation; proven ability to work and communicate with all levels of internal and external clients

EDUCATION AND EXPERIENCE

- Minimum of 3-5 years of progressive experience in human resources management, counseling, or business administration with increasing supervisory responsibilities
- Bachelor’s degree in human resources, business administration, psychology, or related field; Master’s degree preferred
- PHR/SPHR or SHRM-CP/SHRM-SCP highly desired
- Experience managing direct reports
- Advanced Microsoft Office suite
- Experience with CRM, HRIS, or related software required

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee Name

Date