Human Resources Manager Job Responsibilities:

* Enhances the organization’s human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
* Maintains the work structure by updating job requirements and job descriptions for all positions.
* Supports organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes.
* Prepares employees for assignments by establishing and conducting orientation and training programs.
* Manages a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; and recommending, planning, and implementing pay structure revisions.
* Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; and counseling employees and supervisors.
* Implements employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; and designing and conducting educational programs on benefit programs.
* Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements, conducting investigations, maintaining records, and representing the organization at hearings.
* Enforces management guidelines by preparing, updating, and recommending human resource policies and procedures.
* Retains historical human resource records by designing a filing and retrieval system and keeping past and current records.
* Cultivates professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
* Completes human resource operational requirements by scheduling and assigning employees and following up on work results.
* Manages human resource staff by recruiting, selecting, orienting, and training employees.
* Advances human resource staff job results by counseling and disciplining employees; and planning, monitoring, and appraising job results.
* Contributes to team effort by accomplishing related results as needed.

Human Resources Manager Qualifications / Skills:

* Hiring
* Human resources management
* Benefits administration
* Performance management
* Communication processes
* Compensation and wage structure
* Supporting diversity
* Classifying employees
* Employment law
* Laws against sexual harassment
* Organization

Education, Experience, and Licensing Requirements:

* Bachelor’s degree from a four-year college or university or similar work experience required
* 5+ years of experience in progressively responsible human resource roles
* 3+ years of experience in Labor Relations and Employee Relations
* 3+ years of experience in a supervisory role
* PHR/SPHR certification preferred