



Job Description

Job Title: Human Resources Manager
Department: Administration
Reports to: Executive Director
FLSA Status: Exempt/Full-Time
Revision Date: 9/24/2021

GENERAL POSITION SUMMARY

The Human Resources Manager's primary responsibility is to guide and manages the overall provision of Human Resources Services, policies and programs, including recruiting, staffing, employee orientation, compensation, and benefits administration. They are also responsible for all phases of payroll for 25+ employees in a semi-monthly basis; accounts payable/accounts receivable processing including vendor/customer file maintenance, check issuance and remittance, invoicing and statement processing, cash receipts and account adjustments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Working as a partner with the Executive Director in originating and leading Human Resources practices and objectives;
- Plans, organizes and directs the activities and staff of Human Resources, including recruitment and selection, classification and compensation, employee benefits, environmental, health and safety, organizational development and training, payroll, labor relations, affirmative action, and risk management. Work involves the application of professional knowledge and personal judgment to a variety of technical personnel and managerial problems and issues;
- Manages the development and implementation of Human Resources' goals, objectives, policies and priorities for each function;
- Conducts wage surveys within labor markets to determine competitive wage rates and compensation plans;
- Responsible for records of personnel, including hires, promotions, transfers, performance reviews and terminations;
- Assists in the preparation and execution of RCPC's Personnel Manual, policies, and procedures;
- Prepares job descriptions under the direction of Program Managers and the Executive Director;
- Prepares and conducts employee orientation;
- Drafts proposed contract language; assembles negotiated labor contracts;
- Assists in resolving labor disputes and grievances;
- Attain current information related to rules and regulations with FLSA and Alaska Wage & Hour;
- Manages the RCPC's health insurance program;
- Manages the RCPC's benefits package as directed by the Board of Directors.
- Assist the Finance Director with payroll, examination of timesheets, and tracking employee information.



- Work closely with the Finance Director, Controller, and the Executive Director to assist in accounts payable and financial separation of duties.

MINIMUM EDUCATION/EXPERIENCE:

- Minimum of two years of human resources experience;
- Minimum one year of bookkeeping/accounting experience preferred;
- Bachelor's degree in human resources, accounting, or business preferred.

PHYSICAL DEMANDS

The physical demands and work environment 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.

- Prolonged sitting or standing for long periods of time;
- Frequent bending, stooping, reaching, pushing and pulling;
- Occasionally will lift up to 10 pounds;
- Frequent rapid mental/hand/eye coordination and manual dexterity.