



Job Description

Position Title: Human Resource Manager

Team: Administration

Supervisor Title: VP Finance & Administration

FLSA Status: Exempt

Date: 8/22/2022

Non-Exempt

General Position Summary:

The Human Resource Manager is responsible for coordinating all administrative activities related to GDMHFH's personnel. Duties include developing strategies for recruitment & retention, organizational culture, and employee orientation & training. Duties also include implementing systems for managing staff benefits, payroll, and performance reviews.

Core Responsibilities:

List major actions performed in the job. Describes what occurs and the reason the action is taken. Regular and predictable attendance is a required function of this position.

Human Resources

1. Assist managers in the hiring process by coordinating job postings, reviewing resumes, performing telephone interviews and reference checks.
2. Create and lead on-boarding processes and new employee orientation.
3. Create and maintain employee personnel files.
4. Assist in the development, implementation and communication of personnel policies and procedures.
5. Maintain and update the employee handbook on a regular basis.
6. Manage employee relations issues and counseling including conducting investigations of personnel issues or complaints.
7. Oversee performance management process.
8. Assist in identifying and coordinating organizational training sessions.

Benefits Administration

1. Oversee the administration of employee benefit plans. This includes adding new employees, processing changes, terminations, overseeing open enrollment periods, and reporting information as needed with third-party providers.

2. Process employee benefit changes and workers compensation claims in a timely manner.
3. Assist in the evaluation of new benefit offerings.

Payroll Administration

1. Oversee the administration of the payroll system. This includes adding new employees, entering withholding and reimbursement data, updating base pay, etc.
2. Process semi-monthly payroll for direct deposit ensuring data is accurate and on-time.
3. Maintain payroll records and files.

Other

1. Ensure compliance with Federal, State and Local laws and regulations
2. Assist with special projects and other duties as assigned
3. May supervise another Human Resources employee(s) as the organization grows and new HR position(s) are created.

Requirements:

Describes the minimum education and experience, certifications, licenses, physical demands, working conditions and skill sets needed to perform the job

- Bachelor's degree Human Resources Management or related field.
- 4-5 years of direct experience in Human Resources.
- High level of interpersonal skills to handle sensitive and confidential situations and documentation
- Excellent verbal and written communication skills
- Experience with Microsoft required (specifically Teams, Word, Excel and PowerPoint)
- Strong attention to detail and have an organized workflow
- Training skills a plus
- Speak and hear to give and receive detailed information through verbal communication in person, using the telephone, and/or at meetings; exchange ideas and convey detailed information accurately to staff, volunteers and others.
- Employee must be proficient in or able to use or learn to use office equipment such as computer, printer, phone, copiers, calculator, fax machine and other communication vehicles.
- Demonstrates the ability to use commonly-used concepts, practices and procedures within the field.
- Must meet or exceed the ability to demonstrate the core values outlined below.
- Convey clear, concise information to others, using verbal or other appropriate communication techniques.
- Complete formal training plan and assignments as required.
- Treat others in a nondiscriminatory, lawful and ethical manner, respecting the differences among people, and the value they bring to GDMHFH.
- Follow safe practices in all work activities to avoid injuries and accidents.

Job Competencies

Demonstrate commitment to Greater Des Moines Habitat for Humanity's Mission and Values

Mission

Seeking to put God's love into action, Greater Des Moines Habitat for Humanity brings people together to build homes, communities and hope.

Values

1. Build Faith & Family
2. Build with a Safety Mindset
3. Build as Stewards
4. Build Solutions
5. Build with Heart

Normal Work Environment (Check best description):

Office

Outdoors

Retail

Continuous (67-100% of workday)
Frequent (34-66% of workday)
Occasional (1-33% of workday)

Physical Requirements:

Continuously = 67-100% of workday

Frequently = 34-66% of workday

Occasional = 1-33% of Workday

(Indicate C, F, or O in front of each below)

C Sitting

O Standing

O Bending

O Twisting

O Stooping

O Reaching above Shoulder

O Kneeling

O Reaching below Shoulder

O Crawling

O Working at Low Position

O Climbing Stairs

O Pushing/Pulling

O Climbing Ladders

O Working on Elevated Surfaces

O Driving

O Walking

O Working on uneven surfaces

Weight Lifting/Carrying:

O Sedentary (0-10 lbs.)

Dexterity:

O Eye/Hand Coordination

- | | |
|-----------------------------------|---|
| <u>0</u> Light (11-25 lbs.) | <u>0</u> Feet (foot pedals) |
| <u>0</u> Medium (26-50 lbs.) | <u>0</u> Fingering (picking, pinching, etc.) |
| <u>0</u> Heavy (51-74 lbs.) | <u>0</u> Handling (holding, grasping, etc.) |
| <u>0</u> Very Heavy (75-100 lbs.) | <u>E</u> Wrist Motion (repetitive flexion/rotation) |

Hearing: Yes No

If yes, explain the reason hearing is necessary:

Hearing is necessary to perform the job as the ability to communicate verbally is essential to training and coordination with internal and external customers.

Visual Acuity Distance: (Example - clarity of vision at 20 inches or less):

Clarity of vision at 24 inches or less necessary to view computer monitor and read reports.

Equipment/Supplies/Tools

- Computer and Accessories
- Printer/Copier/Scanner/Fax
- Telephone
- General Office Supplies