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| Job Title: | Human Resources Manager | Reports To: | Chief Executive Officer |
| Department: | Human Resources | Travel Required: | Up to 25% |
| Location: | MI – Kalamazoo | Status: | Full-time, Exempt |
| Salary: | 8 | Date Posted: | July 9 th , 2019 |

To apply please include a cover letter, resume, and employment application. Applications accepted by:

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| <p>Subject Line: Human Resources Manager Website: http://www.gshom.org/en/our-council/careers.html Email: hr@gshom.org Fax: (269)492-1439</p> | <p>MAIL: HR Department Girl Scouts Heart of Michigan 601 W Maple Kalamazoo, MI 49008</p> |
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Job Description

POSITION SUMMARY

The Human Resources Manager is responsible for initiating and leading Human Resources practices and objectives. Provide team-oriented “We” culture that cultivates trust and emphasizes mutual support, productivity, quality, employee inclusiveness and engagement.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Develop, recommend and implement personnel policies and procedures; ensure compliance with all federal, state and local employment laws.
- Oversee new hiring process and onboarding procedures.
 - Maintain job descriptions and update interview questions. Create all job offer paperwork.
 - Offer employment and follow up with necessary paperwork and orientation information.
 - Identify optimum strategies to attract and recruit candidates.
 - Evaluate Onboarding procedure to ensure a new hire success.
- Oversee high level benefit orientation and annual enrollments. Work with CEO to choose optimum benefit options.
- Organize and manage performance reviews.
 - Edit reviews to ensure they are neutral and proactive in discussing performance improvements.
 - Update appraisals to align with company mission and goals.
- Identify employee career development and cost-effective training opportunities; create strategic and cost-effective incentives to enhance employee satisfaction and engagement, and therefore increase employee productivity and retention.
- Create and provide oversight to HR budget.
 - Update and maintain pay grades.
 - Provide insights on compensation analysis to maintain equal pay across employees and departments.
 - Monitor employees and make increase recommendations to CEO and supervisors as needed. If discrepancy is uncovered or an employee is adding high value, make

recommendation for salary adjustment.

- Work in partnership with Finance to develop and monitor salary line items.
- Handle employee complaints and solve issues.
 - Conduct investigation and document procedure and decision.
 - Ensure management team understand and follow the Progressive Discipline steps (warnings, PIP).
- Work cooperatively across all departments and assist in regional duties.
 - Help prepare information for management report, annual finance audit and budget.
 - Provide reports to leadership on an as needed basis.
 - Send employees council-wide HR Update at least once a month.
 - Participate in all staff efforts to move the mission forward and is a member of both the executive team and the leadership team.
 - Provide open communication/feedback forum for all employees to create a space for staff to reach out to HR and maintain positive and constructive suggestions.
- Conduct termination meetings and exit interviews.
 - Utilize exit interview survey to collect feedback and analyze data and present survey results to the executive team.
 - Identify areas for improvement.
- Identify and evaluate opportunities and plans to improve work flow efficiency and reduce waste and cost.
- Have a weekly or bi-weekly meeting with CEO and the Executive Assistant to CEO to keep them informed of relevant Human Resources information.
- Participate in Human Resources and council-wide meetings.
- Must maintain current knowledge of applicable state and federal wage and hour laws.
- High level of professionalism and confidentiality.
- Able to plan, organize and manage multiple projects.
- Willing to become a member of Girl Scouts of USA.
- Other duties as assigned.

COMPETENCIES

- Leadership
- Project Management
- Problem Solving/Analysis
- Human Resources Capacity
- Organizational Skills
- Technical Capacity
- Ethical Conduct
- Communication Proficiency
- Advanced and accurate computer skills in Microsoft Office

EDUCATION AND EXPERIENCE

- Master's degree or equivalent experience preferred.

- Experience in nonprofit organizations preferred.
- Experience with Dominion highly preferred.

WORK SCHEDULE

- This is a full-time position
- Most work hours will be Monday through Friday between 8 a.m. and 5 p.m.
- Position requires candidates to work some evenings or weekends on an as-needed basis.

TRAVEL

This position requires up to 25% travel. Must have own transportation.

WORK ENVIRONMENT

Operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, shredders and filing cabinets. Will sit for long periods of time in front of a computer. Able to lift boxes up to 15 pounds.

SUPERVISORY RESPONSIBILITY

This position manages all employees of the Human Resources department and is responsible for the performance management and hiring of the employees within the department.

BENEFITS

- Medical, Dental, Vision
- Employer Paid Life and Disability
- Voluntary Life
- Flexible Spending Account
- 403(b)
- Employee Assistance Program
- Vacation, Sick, Personal and Holiday Pay

EQUAL EMPLOYMENT OPPORTUNITIES STATEMENT

Girl Scouts Heart of Michigan provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

OTHER DUTIES

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.



Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

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

Employee_____ Date_____