



# Cow Creek Government Office

## Position Description

**Position Title:** Human Resources Manager

**Department:** Administration

**Reports to:** Operations Officer

**FLSA Designation:** Hourly

**Date Written/Revised:** 04/04/2013

**Approved by:**

### POSITION PURPOSE:

Directly responsible for the overall coordination of the Human Resource Function for the Cow Creek Government Office. Includes managing, organizing, implementing programs and practices for recruitment, compensation, benefits, workers compensation, and performance management.

### ESSENTIAL FUNCTIONS:

- Administers the human resource program which includes recruitment, compensation, benefits, workers compensation, and performance management.
- Communicates changes in personnel policies and procedures and insure proper compliance is followed.
- Monitors performance appraisal program.
- Oversees the preparation, administration, and review of wage and salary program.
- Oversees the daily administration of the benefit plan.
- Promotes employee activities and recognition/service awards.
- Works with management team to define staffing plans.
- Monitors Workers Compensation program ensuring claims are filled timely.
- Develops strategies for recruiting qualified employees.
- Maintain current knowledge and understanding of regulations, industry trends, current practices, new developments, and applicable laws regarding human resources.
- Monitors unemployment claims
- Maintain personnel records and Human Resources files ensuring confidentiality.
- Provides constructive input to foster process improvement of Human Resources practices.

### QUALIFICATIONS:

- High school diploma.
- Effective communication skills, both verbal and written, ensures communications are clear, concise, complete and accurate.
- Active listening skills demonstrated when dealing with guests, co-workers and others.
- Possesses a thorough knowledge of Human Resources practices and procedures as well as knowledge of State and Federal laws and regulations pertaining to Human Resources matters.
- 5 years of HR experience required.

**Cow Creek Government Office**

Position: Human Resources Coordinator

**Position Minimum Requirements**

{Continuous -- 67-100% of the day. Frequent -- 34-66%. Occasional - 6-33%. Intermittent -- 1-5%}

**1. SITTING** - (Percent of time or hours per day? Surface? Foot controls?) **Continuous-80% of the shift**

**2. STANDING** - (Percent of time or hours per day? Type of surface? Duration at one time?) **Occasional-10% of the shift 30 minutes at a time. Tile or carpeted floor surfaces.**

**3. WALKING** - (Percent of time or hours per day? Surface? Distance?) **Occasional-10% of the shift, 30 minutes at a time. Tile or carpeted surfaces and up to 500'.**

**4. POSITIONS** - (Can worker change positions frequently? Occasionally?) **Yes**

**5. LIFTING & CARRYING** - (Weight? Type of object(s)? Frequency? Distance?) **Occasional-max 20#s, Boxes and supplies. To 100'**

**6. PUSHING/PULLING** - (Weight? Type of object(s)? Times per hour? Distance?) **Occasional-up to 20#s, boxes, paper and Supplies. Approx. 5 times per day**

**7. REACHING/HANDLING** - (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?) **Occasional**

**8. BENDING/SQUATTING** - (Frequency? From Waist? Knees? Duration?) **Occasional to Intermittent**

**9. TWISTING** - (From what body part(s)? Frequency? How far? Work being done?) **Occasional to Intermittent from the waist.**

**10. CLIMBING** - (Height? Slope? Number of steps? Frequency? On what? Ladder?) **Intermittent up stairs**

**11. CRAWLING** - (Surface? Frequency? Distance?) **Intermittent up stairs.**

**ENVIRONMENTAL FACTORS** - (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, and chemicals. Communicable disease, etc.)

**Position is performed in a temperature-controlled building. Employee has the use of a computer.**

**SKILLS REQUIRED**- (organizational, verbal, written, mathematical, Interpersonal, Customer Service, Computer, or other department specific skills)

**EDUCATION REQUIRED OR PREFERRED**-BA/BS required; postgraduate, including Certificate in Human Resources preferred.

<input checked="" type="checkbox"/>	Sedentary Work	= Prolonged periods of sitting, exerts up to 10 lbs. of force occasionally
<input type="checkbox"/>	Light Work	= Exerts up to 20 lbs. of force occasionally, and up to 10lbs. Of force frequently
<input type="checkbox"/>	Medium Work	= Exerts up to 50 lbs. of force occasionally, and up to 20 lbs. of force frequently
<input type="checkbox"/>	Heavy Work	= Exerts up to 100 lbs. of force occasionally, and up to 20 lbs. of force frequently
<input type="checkbox"/>	Very Heavy Work	= Exerts over 100 lbs. of force occasionally, and up to 50 lbs. of force frequently

**I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.**

**EMPLOYEE**

**DATE**

**SUPERVISOR**

**DATE**

**This job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required doing this job successfully.**