**Area Agency on Aging for Southwest Florida**

**Job Descriptions**

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| **Position Title:**  **HUMAN RESOURCE MANAGER** | | | | **Department:**  **ADMINISTRATION** | |
| **Status:**  **FULL TIME** | **FLSA Status:**  **EXEMPT** | | **Supervise Others: Yes** | | **Created: 12/29/2021**  **Updated: 01/10/2022** |
| **Supervisor:  PRESIDENT / CEO** | | **CEO Approval/Date: Norma I. Adorno, CEO 1/10/2022** | | | |

**General Description**

This is an exempt position on the staff of the Area Agency on Aging for Southwest Florida (AAASWFL) which reports directly to the President/CEO. The Human Resource Manager will lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, leave requests, and enforcing adherence to Agency policies and procedures. This position requires a high degree of organizational skill and independent action that demonstrates prudent judgement and initiative.

**Essential Functions:**

This position requires *in-office* work; regular physical presence and attendance at the worksite is required. This position requires compliance and adherence with the Area Agency on Aging for Southwest Florida COVID-19 Pandemic Workplace Acknowledgement Form.

***Competency: Leadership and Development***

* Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
* Cultivates professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.

***Competency: Strategic Vision and Execution***

* Partners with the leadership team to understand and execute the organization’s human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
* Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.

***Competency: Planning and Organization***

* Maintains the work structure by updating job requirements and job descriptions for all positions and review annually with CEO.
* Oversees the daily workflow of the Human Resource Department for the Agency.
* Coordinates roll-out and tracks completion of annual merit performance evaluations.
* Tracks completion of probationary evaluations for new hires and/or transfers within the Agency.
* Assists with corrective action discipline, grievances, investigations, work-related injuries/workers compensation and termination of employees in accordance with Agency policy.
* Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, non-exempt, professional and support roles; collaborates with departmental managers to understand skills and competencies required for job openings.
* Upon hire, prepares employees for assignments by establishing and conducting on-boarding orientation and required regulatory training.
* Creates and implements learning opportunities for staff engagement, growth & development.
* Retains historical human resource records by designing a filing and retrieval system and keeping past and current records; in accordance with regulatory filing requirements.

***Competency: Communications***

* Provides support and guidance to, management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
* Enforces management guidelines by preparing, updating, and recommending human resource policies and procedures.
* Maintains a high level of professionalism, neutrality and confidentiality when dealing with sensitive Human Resource topics where all employees are treated with respect, compassion and in an unbiased manner.

***Competency: Customer Focus***

* To deliver responsive and proactive HR support that positively affects employee satisfaction, motivation and the ability to attract and retain a qualified skilled work-force.

**OTHER COMPETENCIES RELATED TO KNOWLEDGE, SKILLS AND ABILITIES AND OTHER PERSONAL CHARACTERISTICS:**

* Performance Evaluation Process (Annual & Probationary)
* Diversity
* Employee classifications (Exempt vs Non-Exempt)
* Sexual Harassment & Discrimination in the Workplace
* Excellent verbal and written communication skills.
* Excellent interpersonal, negotiation, and conflict resolution skills.
* Excellent organizational skills and attention to detail.
* Strong analytical and problem-solving skills.
* Ability to prioritize tasks and to delegate them when appropriate.
* Ability to act with integrity, professionalism, and confidentiality.
* Thorough knowledge of employment-related laws and regulations.
* Take personal responsibility and demonstrate accountability for actions
* Proficient with Microsoft Office Suite or related software.
* Proficiency with or the ability to quickly learn the organization’s Human Resource Information System (HRIS) and talent management systems.
* Travel by car may occasionally be required in this position. The person in this position must be capable of driving a car, must provide their own vehicle, and must maintain a valid driver’s license and current automobile insurance.

**Minimum Qualifications:**

* Bachelor’s degree in Human Resources, Business Administration, or related field required.
* A minimum of three years of human resource management experience preferred.
* 3+ years of experience in Labor Relations and/or Employee Relations
* SHRM-CP or SHRM-SCP highly desired.
* The incumbent/candidate must successfully clear a Level II background screening in order to hold this position

**STANDARD PHYSICAL REQUIREMENTS:**

* Ability to work and cope under stressful situations
* Pleasant and clearly understandable telephone voice
* Ability to lift and carry at least 15 pounds
* Ability to operate computer and other office equipment
* Ability to sit at a desk for more than one hour at a time
* Ability to bend and stoop in order to file and shelve
* Must be able to access and navigate each department at the organization’s facilities

**WORK ENVIRONMENT:**

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***\**** *Exempt employees are required to work any hours necessary to perform the duties of the job, including after regular business hours and/or on weekends as required.  Exempt employees do not receive overtime or additional pay for hours worked, or travel time expended, outside their regular workday.  Working beyond or outside of normal business hours and/or on weekends is expected when necessary, in order to complete job responsibilities or when requested by your supervisor.*

**Employee Acknowledgement:**

I acknowledge that I have received and read my job description. I understand that my job or position may change at any time with or without an updated job description and additional instructions from my supervisor may substitute for an updated job description. I acknowledge that questions about my job, job description or job performance should be directed to my supervisor.

Employee Signature: \_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Printed Name: Date: \_\_\_\_\_\_\_\_\_\_\_\_

The statements in this job description are intended to describe the general nature and minimum level of work required. The content should not be construed as a complete list of all duties, responsibilities and skills required to meet the criteria for this position. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.