



Food Bank RGV

JOB DESCRIPTION

JOB TITLE: Human Resources Manager
DEPARTMENT: 10 Admin
CLASSIFICATION: Exempt
POSITION/HOURS: Full Time *Some Weekends

REPORTING RELATIONSHIPS

POSITION REPORTS TO: CHIEF EXECUTIVE OFFICER (CEO)

POSITIONS SUPERVISED: All Human Resources Staff to include Receptionist and Front Office Assistants

JOB SUMMARY

The Human Resources Manager manages all areas of Human Resources including: employee relations; policy & procedure development; staff training and development; benefits; safety; and legal compliance. Develops and leads Human Resources function. Develops and maintains policies, procedures and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity, goal attainment, and the recruitment and ongoing development of a superior workforce. Responsible for safety and development of staff. Manages Human Resources staff. Directs the functions of the administration department. Implement policies, programs and directives through subordinates and within the parameters set by CEO and Board of Directors. Serves on Senior Leadership team. Coordinates activities with other departments as needed.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Employee Relations

- Develops and maintains all personnel policies, ensuring legal compliance with all federal, state, and local regulations.
- Create and administers staff performance management processes, includes performance appraisal and coaching processes.
- Serves as advisor on all employee relations issues and employee counseling.
- Maintains all personnel files; ensuring confidentiality is maintained.
- Oversees the Employee Engagement survey process up to and including the development of an action plan based on the results.
- Provides leadership with supervisors on investigations related to reports of employee misconduct or unethical behavior.
- Displays passion and optimism for the work, provides vision and inspiration to peers and subordinates, and exemplifies Food Bank RGV core values.

Hiring

- Develop comprehensive strategic recruiting and retention plans to meet the human capital needs of strategic goals.
- Ensures that all supervisors are trained in best practices for hiring exceptional candidates.
- Provides recruitment and assistance with selection for all open positions within the Food Bank RGV.
- Develops and monitors procedure for tracking all candidate information ensuring compliance with all EEOC requirements.
- Provides an orientation regarding all Food Bank RGV policies and benefits.
- Ensures a strong organizational on-boarding process.

Staff Training and Development

- Aligns the development of people with the business needs of the organization.
- Creates and provides training to all supervisors on performance management processes and best practices.
- Creates and provides training regarding and monitors compliance of Food Bank RGV's diversity initiatives.
- Creates and provides training to supervisors and managers on all of Food Bank RGV's employment policies and how they can adhere to all policies.
- Creates and provides training programs for supervisors on supervision regulatory requirements such as FMLA, EEO, Harassment, etc.
- Creates leadership training for supervisors and managers with the goal of helping them move forward in the organization.

Compensation and Benefits

- Develop and implement a comprehensive compensation and benefit plans that are competitive and cost effective for the organization.
- Oversees benefits administration.
- Ensure that all benefit plans are in regulatory compliance (ACA, ERISA, USERRA...)
- Ensures organizational compliance with all FLSA regulations regarding wages and classifications.

Safety

- Administers employee safety activities i.e. Disaster Planning, Safety Committee, and Security System.
- Ensures that the organizations safety committee is functioning and is meeting the needs of the organization.
- Manages organizations Worker's Compensation insurance program to ensure compliance with all requirements.
- Ensures that all employees received required safety training.
- Ensures with the organization's Chief Operations Officer that Food Bank RGV meets all OSHA requirements.

Strategic Planning

- Works with Senior Management Team in the organizations Strategic Planning Process.
- Develops organizational HR strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives.
- Works with Senior Management Team on succession planning and business continuity strategies.

Legal Compliance

- Develops and maintains all personnel policies, ensuring legal compliance with all federal state, and local regulations.
- Ensures compliance in all Human Resource operations with all applicable local, state, and federal laws and regulations.
- Using various modalities, keeps abreast of all changes and compliance requirements in the fields of employment and safety.

Teamwork

- Participates on Senior Management Team with the CEO.
- Supports the CEO in administering policies and procedures relating to all phases of human resource activity.
- Assists with Food Bank RGV events as requested.
- Other duties as required by CEO.

QUALIFICATIONS

- Knowledge of all pertinent local, state, and federal regulations governing personnel management including: HIPAA, FLSA, FMLA, ADA, ERISA, etc.
- Must possess outstanding communication and writing skills.
- Exceptional computer skills including the Microsoft Office Suite.
- Ability to create reports, business correspondence, and procedure manuals.
- Absolute commitment to the mission of Food Bank RGV.

EDUCATION/CERTIFICATION:

Bachelor's degree, Business or Human Resources degree preferred. Graduate level degree MBA preferred; Professional in Human Resources (PHR) and/or SHRM-CP designation or higher; Minimum of five (5) years of directly related experience; Working knowledge and demonstrated experience working with Human Resources experience in a non-profit environment preferred; Experience in distribution industry with inventory experience preferred.

SKILLS/ABILITIES:

- Must be detail oriented with a strong ethical character, good judgment and discretion; capable of handling confidential and financial information.
 - Ability to juggle multiple projects with attention to detail and accuracy while adhering to deadlines in a high-energy, fast-paced environment.
 - Ability to work effectively with other Food Bank RGV staff and volunteers and liaise with other Food Bank and Feeding America financial staff.
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ADDITIONAL REQUIREMENTS OF THIS POSITION**REPETITIVE MOTIONS:**

Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly.

PHYSICAL STRENGTH:

Lift and carry under 25 lbs., perceive depth, operate a motor vehicle, and operate motor equipment. Conditions may include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature (Employee has received a copy of Job Description): _____

Employee Name (Print): _____

Date: _____