

Orenco Systems, Inc.

Job Description

Job Title:	Human Resources Manager	Job Code:	HRMGR
Salary Grade:	28		
Department:	Human Resources	FLSA Status:	Exempt

GENERAL POSITION SUMMARY:

Orenco's Human Resources Manager is responsible for designing, implementing, and maintaining programs, procedures, and guidelines to help align the organization's human resources with the company's strategic goals. In this role, the Human Resources Manager will act as an HR generalist by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices, is responsible for the development and performance of a Human Resources department, and is an advisor to Orenco's management. Program areas of responsibility include employment, compensation, benefits, organizational development, employee relations, performance leadership, affirmative action, training, recruitment, and safety. The Human Resources Manager recommends and develops policies and implements approved programs and policies designed to protect the company and employee interests in accordance with company HR policies and governmental laws and regulations.

RESPONSIBILITIES:

Essential Functions:

- Develops and/or administers various human resources plans and procedures for all company personnel.
- Leads the development of department goals, objectives, and systems that are consistent with Orenco's Vision and values and annual Strategic goals. Plans, organizes and controls all activities of the department.
- Provides HR policy guidance and interpretation for all Orenco employees.
- Responsible for attraction and recruitment of talented employees for all functions at Orenco. Oversees and/or conducts recruitment effort for all exempt, non-exempt and temporary workers. Responsible to implement, manage, and maintain legally compliant processes and procedures.
- Develops selection criteria, assessment methods, and operational procedures and processes to acquire talented employees and ensures compliance to all laws and regulations regarding hiring practices and completion of related government reporting.
- Evaluates compensation program annually and develops annual compensation plan/proposal for Executive Committee review and approval. Responsible for developing compensation and benefit policies to attract and retain talented employees.
- Oversees job description development and rewrites as necessary. Conducts salary surveys utilizing external market data and internal equity measures to make pay grade assignment for jobs.
- Monitors the Performance Leadership Plan (PLP) program and revises as necessary.
- Develops, recommends, and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures; oversees benefits administration and participates in annual re-evaluation and renewal of benefit contracts/policies.
- Develops and maintains affirmative action program; files EEO-1 annually; ensures maintenance of other records, reports, and logs to conform with EEO regulations.
- Determines department records and reports that will be managed and maintained and ensures regular and accurate data and information tracking and file maintenance.

- Evaluates reports, decisions, and results of department initiatives. Works with HR team to recommend new approaches in policies and procedures to effect continual improvements in efficiency of department and services performed.
- Maintains in-depth knowledge of legal requirements related to employment and management of employees to reduce legal risks and ensure regulatory compliance. Will consult with corporate legal counsel, association legal departments, or as directed with other outside legal services.
- Participates in the resolution process of employee relations issues. May assist with conducting investigations and interviews during the fact finding process that are effective, thorough, as confidential as the circumstances warrant, and fair and free of bias for all parties.
- Takes active measures to coach and provide training to management and supervisory team members to increase their leadership ability, use of best practices, and knowledge of employment law applicable to the job responsibilities of their position.
- Analyzes information and trends from various reports and data such as exit interviews, employee surveys, feedback from employees and makes recommendations for improvements.
- Leads the deployment/operation of the HRIS system.
- Regular attendance is required.
- Performs other duties as needed and/or assigned.

EDUCATION:

BA/BS in Human Resources, Business, Organizational Development, or related field.

KNOWLEDGE/SKILLS/EXPERIENCE:

- 10+ years of relevant experience, with 5+ in a leadership role.
- Certification in Human Resources such as SHRM- SCP and/or HRCI SPHR is preferred.
- Additional specialized training targeted to leadership development, employment law, and other Human Resources competencies preferred.
- Experience and an expert level of knowledge in a broad array of Human Resources competencies, including recruitment and retention, training and development, performance leadership, compensation and benefits, employment law, organizational planning and development, and employee relations.
- Demonstrated ability to lead and develop Human Resources department staff.
- Demonstrated ability to serve as a knowledgeable resource for management and supervisors.
- Exceptional interpersonal relationship building and employee coaching skills.
- Excellent written and oral communication skills.
- Strong problem-solving analytical skills.
- Strong HRIS systems knowledge and skills.
- Strong project management skills, including ability to prioritize and manage competing demands.
- Unquestionable honesty and integrity with an unwavering commitment to confidentiality.

TOOLS AND EQUIPMENT:

Calculator

Cell Phone

Computer - MAC and PC

iPad/Tablet

Vehicle

Printer, Copier, Scanner, Fax Machine-Multifunction or stand alone

WORKING CONDITIONS:

Office environment with occasional visits to manufacturing areas.

PHYSICAL REQUIREMENTS:

Speaking, hearing, seeing, reading, writing, keyboarding, prolonged periods of sitting including extended time viewing a computer screen. Intermittent physical activity including standing, walking, reaching, bending, and light lifting. Occasional operation of a motor vehicle.

Last revised: 2/22/2018