



Humane Society of Sonoma County Job Description

Job Title:	HR Manager	Location:	Santa Rosa
Department:	Admin	Hours:	32-40 hours/week
FLSA Classification:	Part-time/Full-time Non-Exempt/ Exempt	Reports To:	Finance Director

SUMMARY

The Human Resources Manager is responsible for managing and overseeing the human resources function at all HSSC locations and ensuring compliance with all federal, state and local regulations. The HR Manager will provide HR counsel, guidance and support as well as drive human resource projects, programs and initiatives. The HR Manager is responsible for consulting and counseling in the areas of HR but not limited to: employee relations, performance management, recruiting and on-boarding, employee benefits programs, employee assistance, recognition and rewards, leaves of absence, terminations, workers' compensation and compliance.

DUTIES AND RESPONSIBILITIES

- Advise and monitor Supervisors/Managers on Performance Management, Employee Relations, Disciplinary, Compensation and Benefits issues.
- Manage new hire process, including job descriptions, job postings, and all new hire paperwork; review job descriptions annually.
- Assure compliance with all employee leave programs.
- Manage, implement and evaluate all staff benefit programs. Verify and monitor eligibility. Manage COBRA benefits.
- Manage, implement and evaluate all staff training programs.
- Manage benefits orientation and enrollment including, but not limited to, annual open enrollment and monthly billing statement review.
- Remain knowledgeable on all aspects of the health, vision, dental, and life insurance benefits the society offers; report any insurance benefits changes to all employees.
- Organize and maintain personnel files ensuring completeness, proper retention, protection, retrieval, and disposition of records.
- Maintain employee handbook and update regularly as needed.
- Consult with senior management and/or supervisors and managers on employee relations issues as they arise.
- Handle investigations and resolution of employee issues, concerns and conflicts
- Direct and support the annual employee review process.
- Manage employee recognition programs.
- Oversee all EDD, unemployment/disability, and employment verification reports.
- Manage the Workers' Comp program, including filing and follow-up of claims.
- Maintain organization chart.
- Consult with management on disciplinary actions including the termination process; manage and process all termination paperwork.
- Assist with monthly employee newsletter.
- Ensure compliance with Federal/State and local law updates and changes.
- Other duties as assigned.

Supervision: This position reports directly to the Finance Director.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Bachelor's degree with emphasis in Human Resources preferred.
- Minimum 2 years of experience in Human Resources.
- Knowledge of employment labor laws, compliance and regulations.
- Demonstrated ability in Microsoft Office Suite.

Skills:

- Strong interpersonal, verbal and written communication skills.
- Logic and reasoning to evaluate alternative solutions, conclusions or approaches to problems.
- Exercise sound independent judgment.

Ability to:

- Work independently as well as a team member.
- Manage multiple tasks simultaneously.
- Provide accurate, consistent, detail-oriented work product.
- Plan, organize, and execute work.
- Be versatile, flexible, and willing to work within changing priorities.
- Communicate information and ideas effectively with people at all levels.
- Display professional and positive conduct, maintain effective working relationships with peers, subordinates, and volunteers.
- Maintain confidentiality and a high ethical standard.
- Take initiative on responsibilities, projects, and challenges.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to interact with animals.
- Must be able to do phone or computer work for blocks of time.
- Must be able to communicate effectively (speak and listen).
- Must be able to sit; stand, walk, use hands to handle objects/operate keyboards and telephones; reach with hands and arms; talk and hear.
- Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

Work environment: Work is performed in an office environment with frequent interruptions and exposure to moderate noise levels (such as barking dogs, ringing phones). The employee is generally working in an office environment.

NOTES

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time and the employee is expected to adhere to all company policies. The above information is representative of the work performed in this position, however it is not all-inclusive. The omission of a specific duty or responsibility does not exclude it from the position if the work is similar or related to the essential duties and responsibilities.

I have read and understand this explanation and job description and am able to perform all duties contained herein.

Employee Name

Manager Name

Signature

Date

Signature

Date