

Human Resource Management Function

The Human Resource (HR) Management function leads and directs the strategic and routine processes related to the “full cycle” experience of employees to protect mutual interests in an organization.

Expectations and Responsibilities

1) Executive Partnership

- a) Strategic. Understand the organization’s mission and strategies and how to create and sustain optimal human resources / capacity to affordably achieve them.
- b) Governance. Partner with corporate officers and/or Personnel Committee to oversee the HR function. Implement HR policies and procedures under the authority of the corporate officers.
- c) Resourcing and organization. Ensure talent requirements are met by coordinating recruiting, retention, and succession planning processes. Maintain organization charts and recommend organization design and structures to optimize performance.
- d) Culture. Nurture a productive work environment. Oversee healthy conflict resolution norms.
- e) Context. Maintain knowledge of trends, best practices, regulatory changes, employment law, and new technologies in human resources and recommend needed adaptations. Monitor trends in compensation and benefits; research and propose competitive cash and non-cash compensation strategies to ensure the organization attracts and retains top talent.

2) Policy and Compliance

- a) Legal. Know federal, state, and local employment laws and regulations. Recommend and oversee organizational policies and practices to ensure compliance. Retain a HR attorney.
- b) Employee Handbook. Create and maintain approved employee policy manual. Partner with managers to apply policies. Monitor and enforce employment policies and practices.

3) Administration

- a) Talent acquisition. Create and oversee processes and tools for recruiting, hiring, placing, and orientating new employees. Manage the process including developing position descriptions, setting starting pay and budget source, exempt/nonexempt designation, posting, screening, interviewing, checking references and backgrounds, and extending approved offers for qualified job applicants. Collaborate with managers to implement the talent acquisition process.
- b) Compensation. Establish or facilitate an equitable and affordable compensation plan for all positions and employees. Oversee administration of ongoing and updated pay levels.
- c) Benefits. Partner with benefit plan providers to offer optimal programs balancing employee and organizational interests. Establish, communicate, and manage implementation of all employee benefit plans in conjunction with the payroll administration function and related third parties.
- d) Time off. Carry out and enforce organizational policies pertaining to vacation, sick leave, and all other approved paid and unpaid time away from employees’ regular work schedule.
- e) Performance management plan. Facilitate process of how employees’ performance expectations are set, and how actual performance is monitored, evaluated, and documented.
- f) Professional development. Create training programs and funding that offer employees the opportunity to improve current and future performance aligned with organizational needs.
- g) Discipline and Grievances. Ensure compliance with company policy related to all types of unsatisfactory performance or unacceptable behavior. Oversee employee disciplinary and grievance processes including communications, manager training, documentation, meetings, investigations, and legal counsel.
- h) Termination. Ensure all proper steps and procedures are taken that result in voluntary or involuntary ending of employment. Conduct and/or coordinate exit interviews. Consult legal counsel as needed to protect employee rights and safeguard the organization.
- i) Records. Retain and control secure access to documentation of employee information, performance, and discipline. Maintain the employee directory. Respond to reference calls.