

## Position Announcement

# Human Resources Manager

Job Type: Full-time

Salary: Circa \$60,000, dependent on experience

Reports to: Chief Operating Officer, Chief Executive Officer

Benefits:

- Medical, dental, and vision insurance
- Employee Assistance Program
- Flexible Spending Account
- Life insurance
- Retirement plan
- Employee discount

The Humane Society for Tacoma & Pierce County takes in more animals than almost any other two shelters in Washington State combined and is one of the oldest Humane Societies in the United States. We are at a very exciting stage of our development and we need a great HR professional to join our leadership team. In recent years, we have created a Community Services department helping keep pets and families together, launched a Humane Education program encouraging children to be kind to animals, and in the near future, we will begin planning for a new state of the art animal welfare campus.

We save thousands of animals every year and we Make Happy Happen for animals and people. We have a fun, dedicated, and professional team.

We are looking for an HR professional with a proven track record working in HR, who is committed to saving animals, a great team player, and has a sense of humor.

**JOB SUMMARY:** The HR Manager will report jointly to the CEO and Chief Operating Officer and will also interact with and undertake projects for the Board of Directors. They will be responsible for all HR activities and tasks including the recruitment and onboarding of candidates and maintaining accurate personnel records, and must be able to maintain confidentiality.

### **Application Procedure:**

Please submit your resume to [careers@thehumanesociety.org](mailto:careers@thehumanesociety.org) stating "Human Resources Manager" in the subject line.

## **ESSENTIAL DUTIES & FUNCTIONS:**

- Leads morale building initiatives.
- Coordinates Staff Surveys and appraisal process.
- Responsible for all employee relations. Works directly with Managers with all employee issues. Is responsible to ensure that policies and procedures are adhered to and are consistently applied.
- Recommends new approaches, policies and procedures to effect continual improvements in efficiency of Human Resources.
- Responsible for accurate, confidential & timely record keeping of all personnel files.
- Tracks Attendance Policy violations and makes recommended corrective action as needed.
- Conducts annual salary surveys; monitors the annual performance evaluation program; assists in writing job descriptions as necessary; Recommends and develops as needed, personnel policies and procedures.
- Administers new hire and annual employee benefit enrollment.
- Performs complete benefits administration on an ongoing basis to include change reporting, COBRA administration, approving invoices for payment & participation of annual re-evaluation of policies for cost-effectiveness.
- Conducts and is responsible for complete recruitment efforts for all exempt, nonexempt and temporary workers; writes and places advertisements; works with supervisors to screen and interview candidates; conducts reference checking; background screening, extends job offers; conducts new-employee orientations; conducts exit interviews.
- Participates and administers staff meetings and attends other meetings, such as seminars and trainings, as needed.
- Participates in developing HR goals & objectives.
- Maintains organizational charts and employee directory.
- Responsible for managing all aspects of Workers Compensation claims.
- Maintains the annual training calendar and facilitates the training of staff members (either through internally conducted training or through an external facilitator).
- Conducts workplace investigations to determine the validity of complaints, alleged misconduct and grievances. Drafts investigative reports, presents investigative findings and recommendations to appropriate decision makers, and recommends appropriate disciplinary and corrective action.
- Participates in developing and is responsible for adhering to the annual Human Resources department budget.
- Planning and organizing annual safety risk assessments and meetings of the Safety Committee.
- Chairs Safety Committee and participates in annual Safety Risk Assessments.
- Ensures compliance with all federal, state and local employment laws.
- Ensure a safe work environment, following all safety guidelines and modeling safe work practice.
- Willing and cooperatively performs other duties as assigned by proper authority, that may not be in specific job description

## **MINIMUM QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty well. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and personnel information systems.
- Strong communication skills, both verbally and in writing.
- High degree of confidentiality and dependability.

**Education/Certification:**

- Bachelor’s Degree in Business or Human Resources preferred.
- Experience in lieu of education considered.
- PHR or SPHR Certification preferred.

**Experience:**

- Minimum 2 years related experience with HR practices; with experience working in Union environment preferred.
- Minimum 2 years supervisory / management experience.
- Demonstrated interpersonal relationship skills with staff and leadership.

**Knowledge, Skills, and Abilities:**

**Skill and ability to:**

	Never	Seldom 1%-10%	Occasional 11%-33%	Frequent 34%-66%	Constant 67%-100%
Stand				X	
Walk				X	
Lift <10 lbs			X		
Lift 10-25 lbs		X			
Lift 26-50 lbs	X				
Lift 51-75 lbs	X				
Lift 76-100 lbs	X				
Twist		X			
Reach		X			
Push and Pull		X			
Climb		X			
Sit				X	
Vision					X
Hearing					X

