



# Human Resources Manager

## Full-time Non-exempt opening in Great Falls

### QUALIFICATIONS:

#### **KNOWLEDGE:**

Knowledge of human resources principles, laws, regulations, and practices, maintenance of personnel records and preparation of federal, state and other reports.

#### **ABILITIES:**

Ability to address human resources requests accurately, timely, and maintain confidential information. Ability to read, understand and apply rules, regulations and policies. Follow written and verbal instructions. Establish and maintain effective working relationships with fellow employees and other agencies.

#### **EDUCATION and EXPERIENCE:**

The essential duties of this position are typically acquired through the following combinations of relevant education and experience equivalent to six years. Relevant bachelor's degree in human resources, business administration or a related field and minimum of two years of directly related work experience. Certification as SHRM-CP/SHRM-SCP or PHR/SPHR is preferred.

#### **SUPERVISION RECEIVED:**

Work under the specific guidance and direction of the Executive Director.

#### **SUPERVISION EXERCISED:**

None.

#### **WORK SITE and CONDITIONS:**

The work site consists of three minimum Security/Counseling correctional facilities located in Great Falls, Montana. This facility is residential in nature, housing adult male and female offenders. The Center also operates a Jail Alternative program for adult male/female clients and a Community Service program involving adjudicated males and females.

#### **SUMMARY OF WORK:**

The Human Resources Manager works under the supervision of the Executive Director, develops and administers various human resources plans, procedures and policies for all facility personnel.

## MAJOR DUTIES and RESPONSIBILITIES:

1. Conduct recruitment advertising, internal job posting, application screening, and coordination of interviewing, reference checking, extending offers of employment and completing necessary payroll and benefits documents. Develops and maintains tracking system for open positions. Manages advertising budget.
2. Develop and implement employee relations policies and procedures in conjunction with the Executive Director. Be available to provide HR guidance and advice to all employees. Mediate conflict resolution between all employees when warranted.
3. Maintain personnel files, including training records, all necessary new hire paperwork, discipline and merit records.
4. Train employees in orientation on employee handbook content and work place rules. Train supervisory personnel on the timely completion and delivery of performance reviews.
5. Coordinate investigation process regarding employee complaints, discipline issues and recommend steps regarding employee relation items with both employees and supervisors. Ensure complete and consistent Human Resources documentation, including, but not limited to documentation of disciplinary actions, training compliance and merit recognition
6. Coordination of employee benefits. Coordinate and facilitates annual enrollment meetings, demonstrate an understanding of company employee benefits and assist employees with questions and problems regarding employee benefits. Understands insurance eligibility and COBRA requirements.
7. Maintenance of employee workers compensation records, including filing first reports and preparation of OSHA 300 reports as applicable. Implements and enforces workers compensation programs.
8. Enter all employee changes/update records in the HR system and W-4 forms, new hire information, termination information, and process all garnishments/deductions for payroll.
9. Work with Executive Director and supervisory personnel on a compensation plan to ensure that compensation is fair and competitive, internally and externally.
10. Develop and modify job descriptions for all positions at the facility.
11. Timely initial and on-going verification of licenses including background, driving record, professional, and other checks as designated by state regulations. Assures necessary action is taken expeditiously if policy standards are not met.
12. Develop and administer affirmative action program, files EEO-1 annually, maintains other records, reports, and logs to conform to EEO regulations.

13. Monitor and follow-up on leaves of absence, including use of FMLA, collection insurance premiums if necessary, assuring that all company policies and state/federal regulations are being met.
14. Establish and maintain department records and reports. Participate in administrative staff meetings and attends other meetings, such as seminars. Maintains company organization charts and employee directory.
15. Conduct exit interviews, analyze responses and make recommendations for improvement in the appropriate areas based on the responses.
16. Respond to Department of Labor requests for Separation Information and Decision Appeals. Assist the GFPR as part of an investigation or hearing pertaining to HR issues.
17. Maintain general knowledge of applicable laws and regulations affecting HR functions by staying abreast of current HR principles, techniques and practices.
18. Participate with Union negotiations, processes and maintains grievances. Ensure compliance with the Collective Bargaining Agreement.
19. Will attend all personnel committee meetings unless otherwise excused.
20. Other HR duties as assigned.

**To Apply:**

**Visit <http://www.gfprc.org> to complete an application and email to [Paul@gfprc.org](mailto:Paul@gfprc.org) or mail application to 1019 15<sup>th</sup> St N, Great Falls, MT 59401, Attn: Executive Director.**