

HR Manager Job Description

Position: HR Manager

Department: Human Resources

Reports to: President

FLSA Status: Exempt

Summary of Position

The Human Resources Manager is responsible for leading and continuously improving the human resource policies and programs. The Human Resources Manager must be a visible leader, have the pulse of the team, understand the direction of the facility and provide coaching and guidance on recruiting, compensation, performance management, employee relations, training, and safety matters.

Primary Duties and Responsibilities

- Interprets and applies established human resource policies to ensure fair and consistent treatment of all employees.
- Develops strong relationships with employees, leads, supervisors and managers understanding and positively impacting the morale of the team.
- Handles all employee relations investigations.
- Coaches all leaders; develops their understanding of HR and leadership best practices.
- Directs and coordinates various activities designed to promote and maintain a high level of employee morale, ensure the site cultural beliefs are a constant focus and create an atmosphere conducive to the best possible employee-employer relationship.
- Keeps up to date on governmental regulations and reporting requirements affecting company policies and human resources practices to include EEO, OSHA, ERISA and wage and hour regulations. Implements changes and develops policies to comply with these changes.
- Prepare and direct the preparation of various reports for management review to include HR metrics, headcount reports, etc.
- Implement and monitor HR programs including recruiting, compensation, performance management, and employee relations.

- Develops training and advises on such topics as: interviewing, hiring, terminations, employee relations, discipline, promotions, performance review, safety and harassment/discrimination or any additional special needs.
- Manage the temp labor workforce, ensure best in class cost, on-boarding and retention are aligned with company needs
- Observe and promote Company standards and policies on safety, quality and productivity.
- Organize company-sponsored events (for example: holiday party, picnic, United Way, employee recognition, quarterly incentive programs, etc)
- Other duties as assigned.

Minimum Education & Experience Requirements

Education

- Bachelor's degree with a concentration in either Human Resources Management or Business Administration is preferred.
- Five years of experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Demonstrated knowledge of employment regulations, compensation and benefits, training and development and organizational planning.
- Demonstrated ability to write reports, business correspondence, personnel policies and procedure manuals.
- Demonstrated ability to effectively present information and respond to questions from managers, executive and other employees of the organization.
- Demonstrated ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- High level knowledge of worker's compensation and familiarity with OSHA recording practices.
- Experience in a manufacturing environment with significant exposure to a fast-paced environment (preferred)
- Professional Human Resources (PHR or SPHR) Certification (preferred)

OTHER GUIDELINES:

- Excellent (written and verbal) communication and effective human interaction skills.
- Flexible to change, and possess a high degree level of integrity and "can do attitude".
- Willing to work in a team environment and contribute to group goals
- Ability to receive and provide instructions in a positive manner.



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- Ability to calculate figures and amounts such as overtime, proportions and percentages.
- Ability to apply concepts of basic algebra and statistics

Required Values

- Considers multiple factors (Safety, Quality, Delivery, Cost & Inventory) when making recommendations/decisions.
- Demonstrates high levels of positive energy and enthusiasm and a willingness to take on new challenges, responsibilities and assignments - strives to go beyond what is expected.
- Projects a professional image in appearance, communication, and behavior even during times of stress, instills trust and is open, honest and approachable.
- Seeks and takes advantage of opportunities to learn from others and share own knowledge so others may benefit.
- Involves and informs others as appropriate in identifying issues, problems, opportunities and developing solutions.
- Acts and communicates in an ethical and truthful manner, leading by example and earning the respect and trust of co-workers, customers, and other stakeholders.
- Effective problem solving and critical thinking skills.