

POSITION DESCRIPTION
Human Resources Manager

Summary:

The Human Resources Manager, is a full-time, exempt position that manages the day-to-day operations of the Human Resource office with support from ADP (HR Comprehensive Services Vendor). The HR Manager oversees the administration of the human resources policies, procedures and programs; carries out responsibilities in the following functional areas: departmental development, employee relations, training and development, benefits, compensation, organizational development, talent recruitment and employment.

Responsibilities:

- Responsible for the overall operations of Human Resources which includes budgeting, writing, developing, and enforcing Human Resources/Agency policies and procedures.
- Communicates changes in Agency personnel policies and procedures and insure proper compliance is followed.
- Oversees, manages and administers the Employee Benefits programs, including enrollment and termination of benefits.
- Oversees and manages the Salary Administration Program, which includes the development of pay ranges, providing guidance in promotions, increases and salaries.
- Oversees and manages the Recruitment Process which includes internal job posting, writing and placing ads, screening resumes, scheduling, interviewing, reference checking, and employment offers.
- Oversees and manages the Training Process for NMAC's staff on Human Resources issues, policies and procedures.
- Oversees NMAC Staff Training and Development Program including registration and tracking available training funds.
- Oversees the Employee Evaluation Process, which includes training.
- Oversees and conducts the New Employee Orientation, which includes benefit enrollment, overview of employee handbook and data entry of new hire paper work.
- Manages the Separation Process, which includes facilitating meetings with employees and supervisors. Reviews separation procedures, and ensures appropriate documentation. Conducts exit interviews, which includes determining reasons behind separation, receiving NMAC's property, conducting surveys, and providing information on benefits options.
- Consults with legal counsel as appropriate on personnel matters.
- Investigates and advises supervisors on ongoing employee relations problems, anticipate problems whenever possible, and develop, recommend, and initiate appropriate steps for resolution.
- Works directly with supervisors to assist them in carrying out their responsibilities on personnel matters. Recommends and manages the documentation process of all employees issue, including performance issues.

- Serves as an internal consultant/mediator to all staff and management on specific Human Resources problems. Maintains an open door policy for staff to discuss grievances/concerns.
- Prepares, recommends, and maintains records and procedures for controlling personnel transactions and reporting personnel data, in accordance with NMAC and ADP procedures. Maintain all employee personnel records.
- Develop, prepare, generate, and analyze information pertaining to employee personnel information such as benefit costs, staffing levels, turnover, recruitment, compensation, promotions, etc. Effectively utilize the HRIS system.
- Maintains confidentiality of all NMAC staff.

Knowledge and Experience

- Minimum 3 years in human resources management.
- Demonstrated experience with strategic and long-range planning.
- Demonstrated ability to foster teamwork and collaboration and to work successfully in a small, fast-paced organization in an environment of continual change.
- Bachelor's degree Human Resources and/or related field required.
- Experience in nonprofit organization administration desirable.
- Excellent oral and written communication skills.
- Strong interpersonal and communications skills, with a focus on a collegial environment.

EXPERIENCE: 3 – 5 Years

EDUCATION: Bachelor's Degree

National Minority AIDS Council (NMAC)

NMAC's mission is to develop leadership in communities of color to end the HIV/AIDS epidemic. NMAC represents a coalition of faith based and community based organizations as well as AIDS Service organizations advocating and delivering HIV/AIDS services in communities of color nationwide. Since 1987, NMAC has developed leadership in communities of color through a variety of public policy education programs, national conferences, research programs, capacity building, technical assistance and trainings, and digital and electronic resource materials.

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