



## **Human Resources Manager**

*Exempt*

**Full-Time**

**Job Description as of 3.2019**

**Salary:** As determined by experience

**Hours:** Monday through Friday

**Benefits:** Full time benefits apply

### ***Responsibilities:***

Under the guidance of the Director of Finance, the Human Resources Manager (HR), will administer all HR department functions. Functions include workforce planning and employment, compensation and benefits, performance management, safety and training. Must have a commitment to Virginia Regional Transit's mission, vision, and goals.

### ***Essential Duties:***

- Oversee HR policies and procedures through training and application
- Propose, publish, administer, amend and update personnel policies on a yearly basis
- Ensure all Human Resource activities are in compliance with local, state and federal laws
- Implement and oversee programs related to insurance programs, open enrollment programs and PTO plan
- Foster positive company culture
- Supervise, instruct and provide guidance to Human Resources staff
- Ensure company compliance with employment laws
- Develop and administer an effective recruitment program
- Oversee compensation program
- Ensure workplace is accommodating and free of harassment, handling any complaints in accordance with company policy and related laws
- Advise and coach managers on HR policies and programs including employee relations issues
- Manage daily departmental operations, business planning and budget development of HR programs
- Oversee company retention programs
- Responsible for providing advice and counsel on personnel issues
- Monitor unemployment claims and assist with appeals process
- Oversee employee of the month program
- Monitor workers' compensation claims
- Supervise payroll

- Design personnel forms and direct the maintenance of personnel records
- Attend board meeting at the direction of the company
- Files the EEO-1 report, CMS Report, 5500 form, ACA forms, and PCORI Tax payment
- Ensures annual notices for 403(b) plan, CHIPRA, Medicare Part D, and OSHA are posted and/or mailed
- Cross-trained with HR Generalist
- Utilize Paycom to its full potential and become expert user
- Some travel required
- Other duties as assigned

***Education/Training:***

Bachelor's degree in related field and / or 3 years of related experience. PHR certification desired.

***Knowledge, Skills and Abilities:***

Must be proficient in Windows, Word, Excel, Power Point, excellent spelling and grammar, good phone skills. Must be able to organize and prioritize, be a self starter, able to multitask and accomplish task with accuracy. Must be able to use good independent judgment but must also work well within teams. Must be knowledgeable in federal state and local employment law. **Confidentiality is always number one priority.** HR Manager must have excellent leadership, multitasking and problem-solving skills.