**Human Resources Administrator**

**Department:** Administrative

**Classification:** Part time/contractual

**Job Relationship:** Reports to the Executive Director and works closely with all departments

**Position Summary:** The Human Resources Administrator is responsible for providing human resources management for the Organization. This employee assists in the development and implementation of Human Resource policies, programs and services for management and employees of the organization and fosters a workplace environment consistent with the values a mission of the organization. This is a part time/ contractual position serving an employee workforce of approximately 16 staff with the potential for up to 20 staff positions.

**Pay**: base rate $20/hr. Final determination will be dependent upon experience

**Responsibilities:**

* **Recruitment, Selection and Onboarding:** Work with supervisors to create accurate job descriptions and to develop and implement effective recruiting plans. Receive and screens applications and resumes and interacts with applicants to provide information, schedule interviews and gather additional applicant information. Work with supervisors to develop interview questions, testing and other assessment methods to ensure best selection. Develop and coordinates onboarding processes to ensure best possible transition into the organization for new hires.
* **Employee Policies, Practices and Procedures:** Develop, maintain and implement HR policies, practices and procedures that improve the efficiency and or operations of the organization. Communicate changes with all appropriate staff. Work directly with supervisors to assist them in carrying out their responsibilities related to HR policies.
* **Training, Communication and Retention:** Works with management team to prepare for staff meetings, individual meetings, and training. Work with training and review of polices for new employees. Work with management team on ensuring a positive morale and communication amongst the organization. Coordinates exit interviews. Analyzes trends, provides feedback to supervisors and management team regarding separation issues.
* **Legal Compliance and Risk Management:** Remains current on federal, state and local laws and changes and ensure organizational compliance. Consults with legal counsel and ED as appropriate on personnel matters. Manages employment separation process to limit unemployment claims. Handles process for unemployment claims and represents organization at unemployment hearings. Monitors worker’s compensation claims and coordinates employer relationship with insurance carrier.
* **Employee Relations:** On request counsels employees, mediates disputes, works with supervisors and employees to resolve conflicts. Intervenes in situations of interdepartmental conflict. Works to resolve issues with employees who have grievances in workplace disputes. Maintains open door to all employees as appropriate.
* **Performance Management:** Works with management team to maintain an ongoing, open discussion performance process throughout the year. Monitors process for feedback from employees on H R issues and provides feedback to ED and management team. Works with supervisors to maintain employee performance and assists supervisors with professional development plans for employees. Oversees all terminations and counsel managers son disciplinary action and termination procedures.
* **Payroll and Record Keeping:** Processes all new employees and all changes of status forms. Reviews timesheets. Periodically audits payroll information to ensure accuracy. Designs personnel forms and supervises the maintenance of personnel records. Provides public information such as verifying employment.
* **Other duties as assigned by Executive Director**

**Qualifications:**

* Bachelor’s degree in business management, human resources management, organizational development or related field
* Minimum of 3 years of experience in an HR management position and supervising staff
* Certification for Professionals in Human Resources (PHR) preferred

**Knowledge and Skills:**

* Knowledge of the principles and practices of HR administration
* Excellent verbal and written communication
* Excellent interpersonal communication skills, including the ability to resolve disputes, negotiate conflicts and observe confidentiality
* Effective and efficient in math and data entry
* Ability to meet deadlines; accomplish work in order of priority professionally maintain composure and effectiveness under pressure and changing conditions
* Excellent analytical skills including the ability to gather and synthesize complex or diverse information and provide recommendations based on this information.
* Excellent problem-solving skills including ability to identify and resolve issues in a timely manner and in a way that benefits the entire organization.
* Ability to establish and maintain effective working relationships with co-workers and contribute to a positive work environment
* Ability to work both independently as well as with a team
* Ability to multitask and work in a fast-paced environment with a variety of people
* Must be detail oriented and able to prioritize and perform duties efficiently and effectively
* Committed to maintaining Talbot Humane’s mission