



JOB DESCRIPTION

Job Title:	Human Resources Manager
Reports to:	Chief Operations Officer
Supervises:	Yes
Job Code:	
FLSA Status:	<input checked="" type="checkbox"/> exempt <input type="checkbox"/> non-exempt <input checked="" type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> other
Salary Ranges:	\$65,900

Position Summary:

The HR Manager is responsible for all aspects of the effective and efficient operation of the human resources function. Responsibilities for this position include recruitment, updating the human resources information system (HRIS), labor and employee relations, serves as an advisor on employee complaints, grievances, appeals, provides staff training and development, benefits, compensation, all hiring activities and special projects as assigned. Identifies and facilitates the development of needed tracking systems to facilitate the reporting of program services and outcomes and safeguards public records.

Keeps the CEO and Leadership Team apprised on the human resource status of the ELCOC, provides advice as to the wise use of personnel, recommending changes in policy and practice in consideration of legal requirements. Manages personnel services for the ELCOC in compliance with law, policy and regulations in a manner that will enhance the human assets of the organization and promote employee morale.

Essential Job Functions:

- Prepares and processes new hire documents for selected candidates including but not limited to documented reference checks, conditional job offer, drug-free workplace testing, and background screening.
- Coordinates and manages the ELCOC staffing plan, and wage and salary development.
- Provides advice to the CEO and Leadership Team as to the personnel status of the ELCOC and the wise use of personnel resources.
- Coordinates and manages the function of personnel services for the ELCOC including recruitment, employment, employee relations, reappointment, performance appraisal, contracts, counseling, personnel research, unemployment compensation, retirement systems and compensation systems.
- Overall supervision of the evaluation process of all personnel within the ELCOC.
- Coordinates and manages the development and implementation of personnel policies and procedures.
- Plans, directs and monitors the application and employment process of employees.
- Plans and directs recruitment programs for employees and monitors critical employee classifications.
- Conducts, with assistance, an orientation program for new employees.
- Prepares personnel reports and coordinates record keeping to meet requirements of the ELCOC and agency programs required of the Coalition.

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- Serves as advisor to supervisory personnel in the personnel problems in their area of responsibility.
 - Directs and monitors the processing of leave requests in accordance with law, regulation and ELCOC policy.
 - Coordinates the development of job descriptions and analysis systems.
 - Directs and monitors, in accordance with Coalition requirements, programs in unemployment compensation.
 - Conducts employment interviews as required, exit interviews for retiring personnel and other conferences related to the personnel function.
 - Conducts job analysis and updates job descriptions every two years securing CEO's final approval.
 - Tracks, monitors, and processes FMLA, personal, and military leave requests and ensures compliance with rules and regulations, laws and statutes.
 - Completes case management review for leaves of absences and accommodation requests.
 - Oversees the Employee Assistance Program: employee referrals, providers contact information, etc.
 - Receives Year End 401K Plan reports, reviews and submits to CEO for approval.
 - Collaborates with Directors in identifying and facilitating employee training needs.
 - Ensures timely processes and follow ups on all accident reports, and workers compensation forms and actions.
 - Advises appropriate directors of due dates to ensure performance reviews are written and delivered to every ELCOC employee.
 - Maintains personnel files to ensure compliance with rules and regulations.
 - Inputs and maintains HR database with pertinent recruitment records.
 - Supervises the HR Assistant.
 - Performs other duties as assigned by the Supervisor.
 - This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.

Qualifications:

- Ability to make sound recommendations in areas of compensation, staff selection, disciplinary action, complaints, staff performance, and appraisal.
- Strong organizational and communications skills.
- Ability to handle delicate relationships and complex situations.
- Knowledge of Microsoft Office Professional products (Excel, Word, Access, Outlook, Power Point, etc.).
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of basic customer service techniques.
- Ability to work collaboratively and foster teamwork amongst cross-functional teams.
- Ability to identify and solve problems and deal with a variety of variables.
- Strong attention to detail and accuracy.
- Ability to maintain a high level of confidentiality as it relates to provider and/or client information, documents and other related correspondence.
- Ability to understand and follow oral and written instructions and make mathematical calculations.
- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
- Sensitivity to the needs, abilities, beliefs and attitudes of individuals within and outside the ELCOC, including but not limited to clients and co-workers.

Education and Experience:

- Bachelor's Degree from an accredited educational institution, which must include course work in human resource management, business administration, or related field with five (5) years of supervisory experience. Master's degree preferred and may substitute for 2 years of supervisory experience.
- Demonstrated knowledge of human resources management. PHR/SPHR preferred.
- Knowledge of Salesforce, budget management, forecasting and sourcing preferred.
- Excellent communication and interpersonal skills.
- Bilingual – knowledge and ability to communicate in the Spanish or other language both verbally and in writing preferred.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

Send Cover Letter and Resume to:

crivera@elcoc.org

By Fax to: 407-749-0287

By Mail to:

Early Learning Coalition of Orange County

Attn: Cathy Vargas

HR & Office Assistant

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