Position:
Human Resource Manager

Definition:
The purpose of this position is to manage all human resource, safety and risk management related functions. Responsibilities include personnel policies and procedures, pay plans, performance appraisals, payroll, retirement, employee benefits, tax reporting, budgeting, general liability and worker’s compensation insurance, training, hiring, retention and termination, and the safety and risk management programs.

Supervisor Responsibilities:
None.

Reports To:
The Water Board Manager.

Qualifications:
A minimum of 4 years of human resource generalist experience.

Bachelor’s degree.

Human Resource certification.

Must be able to speak, read and write English.

Must possess a valid driver license.

Essential Functions:
Prepares, reviews and updates personnel policies and procedures for approval by the Manager and adoption by the Board of Directors.

Conducts wage and salary surveys and updates pay plan as needed to maintain competitive wages.

Prepares and updates performance appraisal instruments as needed. Assists with supervisor training to complete and administer performance appraisals. Reviews
performance appraisals throughout company to verify uniformity with appraisal completion prior to appraisal administration. Assists with employee investigations, counselling and discipline.

Monitors, communicates and tracks monthly progress related to established company performance goals.

Processes biweekly and monthly payroll. Calculates and deducts appropriate amounts from payroll checks including tax withholdings and other garnishments. Manages vacation, sick and compensatory time balances.

Maintains general ledger pertaining to payroll transactions.

Administers all benefits including health and dental insurance, life insurance, long term disability, supplemental insurance, retirement withholdings and deferred compensation plans and general liability and worker’s compensation insurance. Reviews plan options and makes recommendations on plan changes.

Oversees and maintains all confidential personnel records.

Prepares and files all monthly and quarterly tax payments and reports to appropriate State and Federal agencies as required in a timely manner.

Compiles data requested for year-end audit by worker’s compensation carrier.

Reviews and updates job descriptions and employment application as needed. Posts and advertises vacant positions, reviews applications, schedules interviews with qualified applicants, prepares interview questions, assists with interviews and job offers.

Conducts reference checks and schedules pre-employment screenings including drug screening, pre-employment physicals and background checks. Conducts new employee orientation including all necessary paperwork.

Confers with management and supervisors concerning disciplinary actions to determine appropriate steps, formulates supporting documents and completes necessary forms.

Performs exit reviews of all employee terminations or retirements to ensure that company property and/or equipment has been returned, proper forms have been signed, final check has been processed, and to obtain a reason for termination of employment if the exit is of a voluntary basis.

Coordinates and conducts training programs for staff on personnel policies, employee performance appraisals, employee benefits and other human resource related training. Schedules and manages monthly safety meetings.

Coordinates continuing education and skills training for all staff annually.

Responsible for investigating and accurately reporting all litigation matters to insurance carriers including vehicle and property damages and accidents on company premises.

Reviews bank statements monthly and verifies that the bank statement and GL are reconciled.
Cross trains and serves as a back up to accounts payable and Board Secretary.

Participates in required training continuing education to maintain certification.
Desirable Knowledge, Skills, and Abilities:

Knowledge of Alabaster Water Board’s policies and procedures, and State and Federal employment law and guidelines.

Knowledge of labor and reporting requirements. Maintains minimal company exposure to lawsuits.

Knowledge of generally accepted accounting principles.

Ability to maintain confidentiality.

Ability to establish and maintain an effective working relationship with management, employees, and benefit providers.

Ability to solve complex problems and communicate clearly in written and oral form.

Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Ability to prioritize, multi-task, and organize workload to ensure efficient completion of work duties.

Ability to assist others with problems, research information and find answers for employees, and management.

Strong computer skills. Knowledge of payroll software and Microsoft Office including Word, Excel and PowerPoint.

Marginal Functions:

Performs other related duties as required.

Licenses and Certifications:

Driver License.
Human Resources Certification.
State of Alabama Notary Public.

Revision Date:

12/16

The Alabaster Water Board reserves the right to revise, alter and/or change this Job Description as necessary.