



Job Opening

Human Resources Manager:

Macon Program for Progress is a community action agency in far western NC. This agency is the grantee for Head Start and Early Head Start programs, as well as many other community action programs, in Macon County.

This motivated organization is seeking a Human Resources Manager that will perform and carry out the Agency's Human Resources related duties at the professional level and may carry out responsibilities in some or all of the following functional areas: employee relations, recruitment and staffing employment, compliance, compensation and benefits administration, and staff training.

Essential Duties:

- Under the direction of the Executive Director, develops and administers various human resources plans and programs for all departments and programs of the agency.
- Plans, organizes, and controls all activities of the HR department. Participates in developing department goals, objectives, and systems with Executive Director, and recommends necessary changes.
- Implements and annually updates compensation program; rewrites job descriptions as necessary; conducts salary surveys and develops merit pool (salary budget); analyzes compensation; monitors performance evaluation program and revises as necessary.
- Completes reports for management as requested, and communicating benefit information to employees.
- Maintains Human Resource Information System (HRIS) records and compiles reports from the database.
- Develops, recommends, and implements personnel policies and procedures; prepares and maintains personnel policy manual and handbook on policies and procedures; performs benefits administration to include claims resolution, change reporting, annual re-evaluation of policies for cost-effectiveness, information activities program.
- Develops and maintains affirmative action program; files EEO-1 annually; maintains other records, reports, and logs to conform to EEO regulations. Ensures compliance with all federal, state, and local employment laws.
- Oversees the recruitment effort for all exempt and nonexempt staff, students, and temporary employees in all departments and programs of the agency. May participate in screening, interviewing, and evaluating of candidates. Writes and places job advertisements; conducts reference checking; extends job offers.
- Facilitates and/or conducts general orientation for all new employees.
- Provides guidance to management and employees of the agency regarding laws, regulations, policies, procedures and practices related to employee relations matters.
- Facilitates communication among employees and management by providing guidance and consultation regarding problem solving, dispute resolution, regulatory compliance, litigation avoidance and strives to resolve internal conflict informally through appropriate conflict management and mediation techniques.



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- Facilitates and/or recommend staff development training to the workforce. May conduct training of staff on HR and employee relations related subject matters.
- Works directly with department and program management to assist them in carrying out their responsibilities on personnel matters.
- Participates in administrative staff meetings and attends other meetings, as appropriate.
- Evaluates reports, decisions, and results of department in relation to established goals. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
- Maintains and coordinates employee recognition programs.
- Conducts exit interviews, analyzes data, and makes recommendations to the management team for corrective action and continuous improvement.
- Directs the drug-testing program by executing policies concerning random drug testing and maintaining the program by making recommendations concerning policy updates and changes to the Executive Director.
- Serves as employee resource on all human resource-related issues.
- Develops database system for recording personnel information and analyzes personnel information for review by the Executive Director.
- Ensures that employee/personnel files are properly set up and maintained.
- Prepares employee paperwork indicating changes in employee status including separation notices and related documentation for approval by the Executive Director.
- Ensures worker injury reports and worker's compensation claims are processed and maintained in a timely manner. Actively monitors open worker's compensation cases.
- Manages FMLA process, paperwork and procedures.
- Maintains and processes all unemployment notices and potential charges in a timely, efficient manner. Attends unemployment hearings as needed.

Education and Experience Requirements:

- Bachelor's degree (B. A.) in Human Resources, Personnel Management, Business Administration or a related field from a four-year college or university; five to seven years of professional HR experience of which at least 2 of those years were managing an HR department and staff; or equivalent combination of education, experience and training which demonstrates the knowledge, skills and abilities to perform the required duties of the position.
- HR Certification is strongly preferred.
- Proven self-starter that is highly organized and able to multi-task.
- Ability to build relationships, influence management.
- Strong judgement and problem-solving skills.
- Superior communication skills with the ability to communicate with all levels of employees.
- Maintains confidentiality and integrity when dealing with sensitive issues Working knowledge of Microsoft Office Products.

An EEO/AA Employer.