**Job Title:** **Manager of Human Resources**

**Pay Grade:**  **Grade 13, Step depending on experience and qualifications**

**12 Month Employee**

**Exempt Employee**

**Work Day: Monday through Friday, 8:00 am to 5:00 pm**

**One Hour for lunch**

**FLSA Status: Exempt**

1. **General Responsibilities:**

It is the responsibility of all EOAC employees to support EOAC’s mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work and maintain confidentiality of client/agency information as required by State and Federal laws, appropriate regulations, and professional practice standards.

1. **Minimum Qualifications:**

* Bachelor’s Degree required, preferably in human resources or business-related field, technology or resource development from accredited university
* 5 plus years management experience in HR
* Experience with personnel administration
* Extremely knowledgeable in HR process and HR data computer programs
* Strong hands on experience to organize, maintain and update employee HR information and HR data
* Strong organizational skills, ability to meet deadlines and attention to details
* Familiar with state and federal requirements and laws; labor market, hour, and wage regulations
* Working knowledge of Affordable Care Act (ACA) 2018
* Strength and experience in technology and data collection
* Initiative to implement necessary changes
* Strong problem solving and research skills
* Monitor activities of personnel and take disciplinarian action if needed
* Must be able to follow and understand state and federal compliance requirements and is familiar with non-profit entities
* Background in organizational funding and planning
* Familiar with non-profit entities
* Experience in management/supervision
* Willingness to complete personnel education certifications
* Must have valid driver license
* Must pass a criminal history check

1. **Specific Responsibilities:**
2. Responsible for the development and implementation of Human Resources programs to include wage and salary administration, leave administration, employee training, recruitment and staffing, and employee communications
3. Plan, evaluate, and administer equal employment opportunity provisions and affirmative action with others to ensure compliance with federal and state laws and regulations
4. Recruit, screen, interview, hire and dismiss employees as necessary, following all HR process and EOAC’s Policy and Procedures
5. Promote a positive and open work environment where employees feel comfortable speaking up about issues
6. Develop and implement procedures for administering salary, leaves, and other forms of compensation that effectively implement policies adopted by the board
7. Oversight of personnel operations, recruitment and job assignments
8. Oversee all employment for programs
9. Personnel recommendations (hiring/terminations) are reported to Human Resources prior to final decision
10. Perform accounting oversight in organizational areas maximizing resources and operations
11. Participates in and assists management in succession planning for all program areas to ensure talent is available and ready to assume positions of greater responsibility and to maintain business continuity of agency operations
12. Oversee the development and implementation procedures for preparation of and revision of job descriptions and for the classification of positions in the EOAC compensation plan.
13. Coordinate with staff personnel in conducting due-process procedures
14. Oversight of program issues within program areas with Directors/Principal
15. Develop and conduct staff/employee training and develop training calendar as needed
16. Oversee and develop job postings internally and externally for all jobs, job descriptions and legality.
17. Administer and oversee the EOAC orientation programs for all new employees
18. Oversee the EOAC employee evaluation program and ensure that it is implemented effectively and uniformly
19. Regularly meet with employees for progress reviews and assessments discussing any problems or grievances they may have
20. Initiate and implement any necessary changes to help boost worker productivity (better assessment process, incentive programs, etc.)
21. Foster cross functional relationships and ensure managers and employees are properly connected
22. Effective communicator, both verbally and written; attentive listener
23. Update and implement organizational Policies and necessary procedures
24. Interprets personnel policies and regulatory requirements
25. Provides annual report to Board on the Personnel Policy
26. Work with Directors/Principal planning within their budgets
27. Help develop initiatives that meet the Affordable Care Act (ACA) requirements
28. Strengthen processes and policies in support of organization goals
29. Seek out potential funding sources, grants and donations to assist organization needs
30. Maintain quality control within EOAC and departments on all personnel functions
31. Maintain a current employee roster with correct contact information
32. Maintains Corporate/District website for purpose of posting time-sensitive data to Corporate/District website to satisfy Texas Education Agency rules and regulations, TDHCA Requirements, Head Start needs and compliance, Workforce requirements, Personnel Law, and Finance Requirements
33. Utilize financial data to effectively plan strategies for financial well-being and consistency of organization
34. Work closely with Chief Financial Officer on financial coordination and oversight
35. Monitor organizational adherence to rules, regulations and procedures within organization
36. Assist staff with the implementation of training for current job effectiveness and changes in the workforce including technology needs
37. Maintain an Open-Door Policy
38. Keep Executive Director and Board informed of planning, training and regulations
39. I understand that my employment will not begin until I have received clearance to hire from the Executive Director or their designee
40. All other duties as assigned

**Immediate Supervisor: Executive Director**

**Employee Signature Printed Name Date**

**Executive Director Date**