



## JOB DESCRIPTION

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<b>Position Title:</b>	<u>Human Resources Manager</u>	<b>Department:</b>	<u>Human Resources</u>
<b>FLSA Status:</b>	<u>Exempt (Salary)</u>	<b>Reports To:</b>	<u>Chief Human Resources Officer</u>
<b>Grade:</b>	<u>18</u>	<b>Working Status:</b>	<u>Full Time</u>
<b>Effective Date:</b>	<u>January 2019</u>		

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### **Job Summary:**

The Human Resources Manager role manages aspects of human resources and employee relations including, but not limited to, the employee policies, employee relations, employee benefits, and wellness to ensure alignment with the organization's HR strategy.

### **Job Responsibilities:**

- Support LCSWMA's mission, philosophy, and commitment to the community by embracing these values and modeling them for your team. Foster a positive work environment with an emphasis on a culture of collaboration, innovation, safety, and wellness.
- Advance LCSWMA's mission, philosophy, and commitment to the community by embracing these values and demonstrating them in your everyday activities.
- Proactively support the Chief Human Resources Officer to meet strategic human resource needs within LCSWMA.
- Build and manage employee engagement initiatives throughout LCSWMA in order to maintain a highly engaged workforce.
- Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements and updating employment policies as necessary.
- Counsel employees and management on employee relations issues and problems, conduct investigations regarding employee relations issues and ensure legal compliance.
- Serve as a knowledgeable resource to all employees regarding human resources policies and regulations to ensure all queries are answered.
- Manage and administer employee benefit programs, including enrollment, termination, COBRA, and changes in coverage to ensure benefit programs are current and relevant.
- Serve as a liaison between employees and benefits providers in order to obtain information and resolve claim issues, as needed.
- Manage the payroll function and the associated required reporting and serve as a back-up to Human Resources Generalist for the processing of bi-weekly payroll.
- Manage compensation program, monitor trends and implications for the program and provide ongoing evaluation to ensure alignment with strategy.
- Submit accurate reports to management and regulatory agencies in a timely manner to ensure compliance with internal/external policies.
- Develop and manage the employee wellness program and initiatives to support the strategic health and wellness goals of LCSWMA.
- Develop budget, forecast and monitor costs for labor, benefits, and employee relations.
- Advance LCSWMA's reputation and brand in the community by regularly participating in organizational outreach activities.
- Support a culture of safety by performing all responsibilities in accordance with LCSWMA safety policies and procedures and take a proactive approach to ensure a safe working environment for employees and customers.
- Perform all work within Environmental Management System policies to comply with organizational policies.



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### **Education, Training or Certification:**

- College degree and a minimum of 5 years' experience in human resources or related field.
- Working knowledge of Federal, State and Local regulations related to the human resource function and wage-and-hour laws.
- Strong knowledge of Section 125 plans (flexible spending accounts), health insurance plans, including record keeping and reporting requirements, and regulations governing the plans.
- Detailed knowledge and understanding of LCSWMA's employment policies and benefits plans.

### **Technical Competencies:**

- Strong computer skills (Word, Excel, and HRIS software).
- Strong math, reading, and writing comprehension.
- Excellent public speaking, verbal and written communication skills.
- Highly analytical thinker and problem solver.

### **Behavioral Competencies:**

- **Drive for Results:** Focuses on assessing, measuring and improving performance. Shows drive and determination to meet short- and long-term goals. Specifically, strives to meet challenging goals; for example, setting ambitious, but realistic goals for performance improvement (for self and/or own team).
- **Business Perspective:** Has an understanding of the business context in which they are operating that informs planning and decision making. Specifically, understands the market; for example, is aware of what current competitors are doing.
- **Conceptual Thinking:** Thinks through issues by seeing the pattern or big picture, brings facts and ideas together, and develops innovative or creative insights. Specifically, applies models or theories; for example, using a theory to help understand a situation.
- **Teamwork and Collaboration:** Works cooperatively as part of a team and collaboratively with peers, internally and externally. Specifically, values others' input; for example, actively bringing people together around a specific problem.
- **Impact through Influence:** Engages with others, getting buy-in to deliver results and skillfully influencing to build support. Specifically, uses indirect influence; for example, plan-fully using an influential third party to accomplish a particular result.
- **Attention to Detail:** Manages, tracks and attends to multiple pieces of information, bringing order and clarity. Specifically, monitors others' work; for example, checking to ensure that procedures are followed.
- **People Development:** Builds capability of others by teaching, coaching and/or mentoring them to do an excellent job for the long-term. Specifically, provides on-the-job training; for example, giving practical support and imparts expertise, shares reasons and rationale as well as procedures.

*I have read and understand the above position description. This job description is not intended to be, and should not be construed as, an all inclusive list of responsibilities, skills efforts or working conditions associated with the position. I understand that it does not constitute an employment contract, that my employment is at-will for an indefinite period of time, and that the organization may change wages, benefits, conditions and responsibilities at any time.*

**Employee Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_