

JOB DESCRIPTION

Job Title:	Human Resources Manager	Dept:	Human Resources
FLSA:	<i>Salary</i> Exempt	Issue Date:	02/25/2002
		Revision Date:	06/08/2017

Note: Direct reporting structure is based on division organization charts.

Key Areas of Responsibility (Answerable for the following end results)

- Propose, develop, implement and administer employee policies and procedures. Stays current on recent labor law and changes affecting Human Resources. Provides assistance and guidance to managers and supervisors on HR policies and procedures.
 - Maintain compliance with federal and state regulations concerning employment.
- Oversee all Human Resource programs in assigned facility including compensation, labor and benefit administration.
 - Awareness of the company's competitive position in the labor market. Evaluate and compare existing company compensation and benefits with those of other employers by analyzing plans, surveys and other sources of information.
- Responsible for payroll administration and administration of the timekeeping system.
- Benefit administration for designated location to include: claims resolution, change reporting, approving invoices for payment etc.
- Oversee employee relations activities including: recognition events, Vision Team, employee satisfaction, etc.
- Support all aspects of union negotiations, contract support and administration.
- Respond to internal and external inquiries including: EEOC, legal authorities, governmental agencies, etc. Inform the Director Human Resources of such inquiries. May represent the company at hearings.
- Conduct and support full life cycle activities for exempt and non-exempt employees and temporary workers including; recruitment, orientation, compensation, performance management, succession management and termination.
- Plan, organize and control all activities of the department. Participate in developing department goals and objectives.
- Establish and maintain department records and reports. Participate in department meetings and other meetings and seminars.
- Recommend new approaches to effect continual improvement in efficiency of the Human Resources function and services provided.
- Supports and serves as a role model for the company's mission, vision and values.
- Produce standard and ad hoc reports as requested.
- Document all activities as required.
- Adhere to all company guidelines for Emergency Evacuation to ensure employee safety.
- Any additional responsibility deemed necessary by management.

Limits of Authority

- Advise Plant Manager and/or Director of Human Resources of those situations that may pose a significant risk to the program, product assurance, facilities, employee safety or customer satisfaction results.
- Initiate actions to prevent the occurrence of any nonconformance relating to product, process & systems.
- Identify and record any problems relating to the product, process or system.
- Initiate, recommend or provide solutions through appropriate channels and verify implementation.
- Control further processing and delivery of nonconforming product until the deficiency is corrected.

Basic Education, Experience and Skills Required

- A Bachelor degree and 5 years of experience in Human Resources, OR a Master degree in Human Resource Management and 4 years of experience in Human Resources, OR Nine (9) years of experience in Human Resource field, OR any equivalent combination of education and experience.
- Professional in Human Resource certification (PHR) or Senior Professional (SPHR) preferred.
- Excellent verbal and communication skills.
- Proficient computer knowledge in MS Office (Word, Excel, PowerPoint)
- Able to maintain confidential information
- Preferred/Desired: Manufacturing experience

Dakota University Training (Minimum Requirements)

- Dakota Orientation
- Dakota Vision and Culture

APPROVAL

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- Departmental Training
 - Process – Human Resources and Training
 - Timekeeping/Payroll System
- Company Training
 - BOS Overview
 - Information Technology
 - Outlook
 - Trans4M Overview
 - Purchase Requisitions
 - Quality Mission Statement
 - Expense Reporting
 - Travel Management System

Health, Safety and Physical Demand Requirements

- Normal amount of sitting and standing, average mobility to move around an office and plant environment, able to conduct normal amount of work on a computer.

Risks Associated with Job Function

- None

Travel Requirements

- Up to 10% travel required
- Occasional overnights
- Valid driver’s license required

The above points have been explained sufficiently.

Employee’s Name (Please Print)

Date

Employee’s Signature

APPROVAL