



Position Description

Human Resources Manager

Job Identification

Job Title:	Human Resources Manager
Department:	Baby TALK Business Office
Immediate Supervisor:	Director of Operations
Date of Update:	January 2022
Status:	Salary - Exempt

Our Mission

To positively impact child development by nurturing healthy and responsive relationships during the critical early years.

Job Summary:

The Human Resource Manager is responsible for the functions of the Human Resources (HR) department in a mid-sized non-for-profit organization to include hiring new BabyTALK staff, ensuring the ongoing professional development of employees, administering pay and payroll, benefits, and, leave, and consulting and executing against company policies and practices.

The human resource manager is currently an individual contributor position with no direct reports.

Duties/Responsibilities: The duties and responsibilities include but are not necessarily limited to the following:

- Organize and direct the recruitment, interviewing, hiring, and training of new employees;
- Administer payroll functions, ensuring pay is processed on time, accurately, and in compliance with applicable laws and regulations, and that accurate payroll records are kept and that W-2 forms and other necessary documents are issued accurately and on time;

- Ensure all employee records are completed and up to date, such as I-9 forms, payroll records, physicals, official transcripts, training, immunization information, etc., are complete and accurate and that they comply with applicable laws and regulations;
- Submit monthly required report CFS 508 and CFS 718B to DCFS representative for processing any needed fingerprints to be recorded in DCFS database;
- Serve as the liaison with DCFS regarding all HR related issues;
- Organize and oversee the performance evaluation process;
- Handle discipline and termination of employees in accordance with company policy and under the direction of the leadership team;
- Work with the leadership team to understand and execute the organization's human resource and talent strategy;
- Review, track, and document compliance with mandatory and non-mandatory training and continuing education for all staff, such as e.g. safety training, anti-harassment training, CPR training, and certifications;
- Advise and consult with leadership about HR questions and problems;
- Perform delicate and confidential tasks, including but not limited to investigating and arranging reasonable accommodations for employees with disabilities, and investigating possible sexual harassment or other wrongdoing;
- Obtain background checks and employee eligibility verifications;
- Analyze and research compensation and benefits to ensure the organization attracts and retains talented employees;
- Administer benefit administration and assistance for the organization and employees;
- Conduct an annual review of the organizations policies and benefits with the Director of Operations;
- Report to leadership and provide decision support through HR metrics, such as turnover rate;
- Bridging leadership and employee relations by addressing different issues;
- Design, manage, implement policies, Consult with attorneys and other advisors to ensure company's policies and practices comply with applicable laws and regulations and with HR best practices;
- Maintain up-to-date knowledge of all applicable laws, regulations, and best practices having to do with HR;
- Prepare and report an HR report to policy council monthly;
- Perform other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent managerial skills.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks.

- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Effective and organized training and development skills.
- Must be able to exercise judgment to complete tasks with only moderate oversight from the management team, referring to established directions and instruction.

Experience

- 2+ years of experience in Human Resources

Required Credentials:

- Bachelor's degree in Human Resources, Organizational Leadership, Business Administration, or a closely related field;

Preferred Credentials

- HR Certification (PHR, SPHR, SHRM)

Physical Requirements:

- Must be able to spend most of the work day sitting at a desk and working on a computer.