

Trailblazer Joint Powers Board
POSITION DESCRIPTION

Title: Human Resource Manager
Reports To: Executive Director
Directly Supervises: Human Resource Specialist
Pay Status: Exempt (salaried)

Job Summary:

Under the general supervision of the Executive Director, the Human Resource Manager focuses on the human resource functions of the organization including the administration of the drug and alcohol testing program. Work is performed primarily in an office setting. Occasionally, the Human Resource Manager may attend off-site training seminars, conferences, and presentations.

Responsibilities and Duties:

1. Employee Recruitment and Hiring – Creates and updates online employment applications; oversees employment advertising; answers questions about open positions; reviews applications; schedules interviews; assists managers with interviews; processes conditional job offers; completes background and reference checks; conducts wage and benefit surveys.
2. Employee Orientation and Training – Assists with basic employee orientation; helps design and update training programs and materials; makes recommendations to update policies and procedures; helps keep all handbooks and position descriptions updated.
3. Manager Support – Assists with performance evaluations and exit interviews; provides advice to managers regarding performance issues and disciplinary action; participates in disciplinary meetings; creates documentation.
4. Employment Files – Maintains a variety of employment files including personnel files, drug and alcohol testing files, and driver qualification files.
5. Employee Support – Facilitates conflict resolution between employees; provides resources to employees who need assistance with various problems at work or outside of work.
6. Benefit Administration – Enrolls new employees into benefit programs; processes changes in employee benefits; answers questions about benefits; helps employees utilize benefits; participates in health insurance committee meetings; works with third-party vendors regarding benefits; researches and recommends improvements to benefit programs.
7. Drug and Alcohol Testing Program – Responsible for the overall administration of the drug and alcohol testing program; provides employee training; schedules drug and alcohol testing; completes paperwork; assists with updating policies.
8. Workers' Compensation – Oversees reporting; tracks progress of injured employees; communicates with insurance carriers; facilitates scheduling of appointments and information exchange; assists with all efforts to return employee to work.
9. Completes Reports and Paperwork – Prepares and reviews reports and paperwork for all types of human resource functions.
10. Regulatory Compliance and Related Audits – Ensures organizational compliance with a multitude of federal and state regulations; prepares for and participates in select audits; attends meetings and conferences about rules and regulations across multiple disciplines.
11. Conducts business in a professional, courteous manner with all contacts including but not limited to customers, co-workers, supervisors, the general public, and other agencies working with the transit system.
12. Performs other duties as assigned by the Executive Director.

Training Requirements:

- Drug and alcohol recognition training is required for this position. (The Human Resource Manager may be called upon to complete fitness for duty tests for drivers on occasion.)
- All training as required by the Executive Director.

Minimum Qualifications:

- Four-year postsecondary degree in human resources, business management, or related field (or demonstrated experience working within the Trailblazer organization).
- Three or more years of work experience with human resource management responsibilities.
- Must demonstrate a high degree of integrity and professionalism.
- Excellent communication and people skills.
- Excellent reading, writing, and speaking skills.
- Excellent decision-making and problem-solving skills.
- Excellent diplomacy and mediation skills.
- Excellent organizational skills.
- Excellent attention to detail.
- Excellent computer skills.
- Strong work ethic.
- Positive attitude.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the position. The employee is frequently required to sit, talk, and hear. The employee is also required to walk, to use hands and fingers to handle, feel or operate objects, tools or controls, and to reach with hands and arms. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. The employee generally works indoors in an office setting. The noise level in the work environment is usually moderately quiet.

Federal Safety-Sensitive Classification:

This position is not classified as safety-sensitive and is not subject to Federal drug and alcohol testing laws. However, Trailblazer Joint Powers Board does require criminal background checks for this position.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, reasonable, or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer change.