



HUMAN RESOURCES MANAGER

NATURE OF WORK

This is highly responsible professional and supervisory work with responsibility for highly complex human resources programs and processes. Work includes developing and implementing program policies, guidelines and procedures in such areas as training, policy development, classification and compensation, recruitment and selection, Family and Medical Leave (FMLA) and workplace safety, payroll, and employee relations. Work is performed under the general supervision of the Human Resources Director.

EXAMPLES OF WORK

(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)

- Develops and recommends policies and procedures related to human resources programs and processes; evaluates, updates, and maintains SAA policies and practices for equity and consistency; ensures compliance with the Congressional Accountability Act and other related applicable laws.
- Assesses and identifies needs related to program areas; conducts research as needed and develops plans to meet identified needs; administers program areas including FMLA, ADA, records management and HRIS; ensures the accurate and timely documentation, handling, proper filing and tracking/follow up of each program area.
- Supervises staff and/or program areas; conducts performance reviews for staff; assigns and inspects work of co-workers or subordinates.
- Participates in interviewing panels; assists and makes recommendations for hire; coaches and counsels employees; makes recommendations for termination, when necessary.
- Oversees and manages recruitment and selection, employee relations, including grievances and conducting investigations, training, payroll, leave and records administration and personnel policies.
- Conducts management training to supervisors, directors and other SAA managers in such areas as employee relations issues, disciplining employees and performance evaluations; provides guidance and information to employees, management and support staff on SAA policies and procedures; makes recommendations for alternate resolutions.
- Serves as the Human Resources Director in his or her absence.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and is essentially sedentary, with occasional walking, standing, bending, safely carrying items less than 25 pounds such as a laptop, books, papers, files, etc., and may require extended periods of computer use.



MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in human resources management or a related field, and five to eight years progressively responsible professional human resources experience; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of modern human resources management principles, practices and procedures.
- Knowledge of Senate's legal employment obligations under the Congressional Accountability Act and other related applicable laws.
- Knowledge of assigned human resources programs and processes.
- Knowledge of modern office practices, procedures and equipment, including computers, spreadsheets, databases and relevant software/Web applications.
- Ability to establish and maintain policies, guidelines and procedures for effective human resources management systems and programs.
- Ability to offer sound advice/recommendations on policies and procedures in compliance with legal requirements.
- Ability to identify and assess program needs and to develop plans to meet those needs.
- Ability to coordinate and conduct surveys and training for SAA employees.
- Ability to develop safety plans, handbooks, and other necessary documents.
- Ability to prepare and maintain confidential records and reports.
- Ability to communicate effectively.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.