

SHASTA HEAD START CHILD DEVELOPMENT, INC

Human Resource Manager

Supervisor: Operations Director

Classification:

Exempt

Mission

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

Position Summary

Directly responsible for the overall administration, coordination, and organization of the Human Resources department.

Essential Duties and Responsibilities

- Plans, organizes, and controls all activities of the department. Participates in developing department goals, objectives, and systems.
- Responsible for employee recruitment for all exempt and non-exempt personnel including advertisement, interviews, selection and post-selection processing of applicants.
- Conduct wage surveys within the labor market to determine competitive wage rates; work with the Fiscal Officer to maintain current and accurate wage scales.
- Ensure that facilities are in compliance with State and Federal guidelines for required postings.
- Gather and maintain required employee and volunteer information, maintaining employee files and tracking employees for various compliance requirements.
- Prepare periodic reports for management, governing bodies, and government agencies as needed.
- Notify employees and collect information necessary for employee benefit administration and ensure benefit compliance in accordance with state and federal law.
- Oversee health and safety program, including worker's compensation claims oversight.
- Supervision of Human Resources Department staff.
- Maintain knowledge of industry trends and employment legislation and insure Agency's compliance. Assist in developing, recommend, maintain and implement personnel policies and procedures.
- Works directly with department managers to assist them in carrying out their responsibilities on personnel matters.

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

Qualifications

Knowledge and Skills

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from employees, managers, regulatory agencies, or members of the business community.
- Ability to write organized and accurate reports and other documents; ability to effectively present information to top management, public groups, and/or boards of directors.

- Ability to define problems, collect data, establish facts and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to operate office equipment normally associated with this position; good keyboarding skills and ability to use Word, Excel and Windows software programs, format and work in tables and to produce lengthy error free documents.
- Ability to work as a positive team member.
- Ability to supervise and manage staff efficiently and effectively within the guidelines of Shasta Head Start policies and requirements.

Education and Experience

Minimum

Bachelor of Arts degree in Human Resources or related field and at least two years related experience. Or, equivalent combination of education and experience of at least six years.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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ACKNOWLEDGEMENTS:

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

Employee (Print)

Employee Signature

Date

Supervisors Signature

Date

Supervisors Title