



Job title	<i>Human Resource Manager</i>
Location	<i>Philadelphia HQ Location</i>

Job Description Summary

- The HR Manager is directly responsible for the overall administration, coordination and evaluation of the human resource function including the recruiting and hiring of employees and independent contractors (globally), HR policies and programs insuring that the organization is in full compliance with applicable laws and regulations. In addition, the position works closely with the President in developing, implementing, and evaluating ongoing HR policies, programs, functions and activities. The HR Manager is responsible for developing, monitoring, and achieving annual department goals.

Essential Duties and Responsibilities

1. Plan, direct and supervise all activities related to administration and maintenance of payroll and employee benefits programs. Direct, oversee, and manage programs in a manner that ensures cost effectiveness, market competitiveness and internal equity among employees.
2. Develops and administers various human resources plan and procedures for all company personnel.
3. Plans, organizes and controls all activities of the department. Develops and achieves department goals, objectives and systems.
4. Administer benefits programs, including conducting analysis and serving as primary contact with providers (including group health and life), workers' compensation, unemployment and retirement plans.
5. Implements and annually updates the compensation program pending approval by the compensation committee; rewrites job descriptions as necessary; conducts annual salary surveys and recommends changes as needed to the compensation committee; monitors the performance evaluation program and recommends revision as necessary to the President.
6. Manages the daily administration of other HR services as directed or assigned, including recruitment and selection, promotions, transfers, contract negotiation and administration,



affirmative action/EEO compliance, job classification, performance evaluation, and employee relations in accordance with quality management principles and overall objectives of the organization and it's mission.

7. Develops, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures; performs benefits administration to include claims resolution, change reporting, approving invoices for administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost effectiveness, information activities program and cash flow.
8. Conducts recruitment effort for all exempt, non-exempt and contract workers; writes and places advertisements; works with supervisors to screen and interview candidates; conducts reference checking, extends job offers, conducts new employee orientations, monitors career path program and employee relations counseling, conducts exit interviews.
9. Develop, prepare, generate, and analyze ongoing and ad-hoc special reports pertaining to employee personnel information and data, including issues such as benefits costs, staffing levels/deployment, turnover, absenteeism, recruitment, applicant tracking, affirmative action/ EEO, compensation, promotions, etc. Effectively utilize the data processing system to obtain, store and analyze pertinent data and information.
10. Ensures compliance with all federal, state and local employment laws. Maintain and expand knowledge and understanding of existing and proposed federal and state laws/regulations affecting human resources management. Identify trends that could affect organizational objectives and/or operational resources. Interpret appropriate laws and policies and advise management, employees and retirees accordingly.
11. Establishes and maintains department records and reports. Participates in administrative staff meetings and other meetings, such as seminars. Maintains organizational charts and employee directory.
12. Evaluates reports, decisions, and results of department initiatives in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
13. Maintains HR knowledge base through continuous learning, professional expertise/credentials, and membership and/or participation in professions HR organizations.



Competencies

- HR expertise
- Communication
- Critical evaluation
- Relationship management
- Critical evaluation
- Global and Cultural Awareness
- Leadership and navigation
- Ethical practice

Minimum Education and Experience

- SHRM Certified Professional or SHRM Senior Certified Professional current certification.
- Bachelor’s degree with focus on Human Resources and 5-10 years of human resources experience, or 10 years of experience in the HR field.
- Experience managing 2-3 people.
- Preferred: a Master’s degree in human resource management.

Supervisory Responsibility

Currently None.

Environment and Physical Activity

The job operates in a professional office environment. This role routinely uses standard office equipment such as computers, photocopiers, filing cabinets.

Reports to	<i>President</i>
Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Date approved:	
Reviewed:	<i>Date when the job description was last reviewed</i>
Incumbent sig:	<i>Date when the job description was last reviewed</i>

This job description will be reviewed and updated annually, or more frequently, if necessary.