

HUMAN RESOURCES MANAGER

JOB TITLE	Human Resources Manager
REPORTS TO (title)	Deputy Director
DEPARTMENT/REGION NAME	Statewide Office
FTE	1.0/Full Time
FLSA	Exempt
PAY GRADE	17

OFSN is a family run organization that values those who have direct experience raising a child with significant mental and behavioral health challenges. OFSN gives preference to hiring individuals who have this direct experience.

PRIMARY PURPOSE

The Human Resources Manager plans, manages and coordinates the administrative human resources functions of the organization including recruiting, employee relations, performance management, and benefits. This position is responsible for consistently demonstrating OFSN's core values in all business interactions and performance. The Human Resources Manager also exhibits a spirit of cooperation, showing adaptability and flexibility while supporting organizational policies, procedures and goals. In addition, this position is responsible for developing and maintaining trusting relationships with their team, OFSN co-workers and community/system partners as well as contractors.

The Human Resources Manager works with the Deputy Director, Executive Operations Committee, and other organizational leadership to serve as a link between employees and Executive Leadership.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Employee Relations 40%

- Responds to employee inquiries regarding policies, procedures, and programs.
- Assists managers in supporting and enforcing company policies and procedures including performance and disciplinary issues.
- Advises management in appropriate resolution of employee relations issues.
- Maintains confidentiality and ensures the safe keeping of confidential information.

Recruitment and Hiring 30%

- Responsible for the hiring process which includes maintaining the organization's employment opportunities webpage, posting open positions, reviewing resumes, coordinating interviews, administering pre-employment tests, preparing job offers and completing background and reference checks.
- Develops, implements, and reviews the organization's recruiting strategies.
- Oversees the onboarding of new employees and ensures all new hire paperwork is completed and processed in a timely manner.

HR Administration 30%

- Responsible for developing and administering the human resources policies and procedures including the employee handbook. Maintains compliance with local, state and federal employment laws.
- Responsible for developing and implementing the organization's performance management program including administering performance reviews and the salary administration program to ensure compliance and equity in the organization.
- Develops and maintains job descriptions and performs job evaluations as needed.
- Administers benefits programs such as life, health, dental and disability insurances, paid time off, leaves of absence, and employee assistance. Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
- Responsible for the successful implementation and daily use of the HRIS system. Maintains employment records and information in the HRIS system, processes personnel action forms and ensures payroll forms are accurate and submitted timely.
- Ensures all termination and separation paperwork is complete including COBRA. Collects equipment, keys and other property and removes the departing employee from systems including email. Responds to unemployment inquiries in a timely manner.
- Assists the Deputy Director with arranging training for employees and maintains related records.

OTHER DUTIES AND RESPONSIBILITIES

- Procures documents as needed and/or directed for grants and contracts.
- Conducts outreach activities to diverse communities to attract a diversified workforce.
- Performs special projects and other duties as assigned.

QUALIFICATIONS

- Requires a minimum of a Bachelor's degree or equivalent management experience. Demonstrated skills and knowledge of legal hiring practices preferred.
- Typically requires a minimum of 3 years of experience in Human Resources or directly-related field.
- Proficient in Microsoft Office programs with a special emphasis on Excel. Experience using and working with HRIS preferred.
- Must demonstrate personal qualities of integrity, credibility, and commitment to the mission of OFSN.
- Requires excellent people skills with an ability to partner with a dynamic leadership team.
- Excellent communication skills both oral and written at multiple levels.
- Prefer direct experience as a parent or primary caregiver who has navigated multiple child-serving agencies, including mental health and addiction treatment services. Child welfare experience is preferred.
- Must be able to work efficiently to track and complete projects within specific and often competing deadlines.
- Must be able to pass the pre-employment requirements which include a criminal and abuse background check.
- Must be able to work at the statewide office in Salem.

- Occasional travel may be required.

1. **PHYSICAL DEMAND - The physical effort typically applied in this job includes (check all applicable boxes):**

<input checked="" type="checkbox"/> Lifting	<input type="checkbox"/> Pulling	<input checked="" type="checkbox"/> Reaching	<input type="checkbox"/> Manipulating
<input checked="" type="checkbox"/> Carrying	<input type="checkbox"/> Pushing	<input type="checkbox"/> Shoveling	<input checked="" type="checkbox"/> Keying/typing
<input type="checkbox"/> Other (specify)			

A. Check the box that best reflects the amount of effort typically applied and the frequency of application (Note: Whereas the following chart refers to lifting, any equivalent effort may be substituted):

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 1lb.				X
Between 1 & 5 lbs.	X			
Between 5 & 25 lbs.	X			
Between 25 & 60 lbs.				
More than 60 lbs.				

B. The effort reflected in the above chart is typically applied in the following work positions (check those applicable):

<input checked="" type="checkbox"/> Sitting	<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking
<input type="checkbox"/> Stooping	<input checked="" type="checkbox"/> Bending	<input type="checkbox"/> Confined
<input type="checkbox"/> Other (specify)		

2. **MENTAL OR VISUAL DEMAND - Check the statement below that best describes the degree of mental and/or visual fatigue typically sustained through the application of mind and eyes in performing the job (please edit statement as needed to fit job):**

<input type="checkbox"/>	Occasional mental and/or visual attention; the operation performed is either close to being automatic or the duties require attention only at long intervals.
<input type="checkbox"/>	Frequent mental and/or visual attention; the flow of work is either intermittent or the operation involves waiting for a machine or process to complete a cycle with intermittent checking or inspection involved.
<input type="checkbox"/>	Continuous mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor the production process and/or identify defects.
<input checked="" type="checkbox"/>	Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
<input type="checkbox"/>	Intense and/or exacting mental and/or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.

A. **WORKING CONDITIONS - Identify the kinds of disagreeable elements incumbent would typically be exposed to in the work area (check all applicable boxes):**

<input type="checkbox"/> Dust	<input type="checkbox"/> Dirt	<input type="checkbox"/> Heat	<input type="checkbox"/> Cold
<input type="checkbox"/> Fumes	<input checked="" type="checkbox"/> Noise	<input type="checkbox"/> Vibration	<input type="checkbox"/> Water
<input type="checkbox"/> Other (specify)			

B. Check the statement below that best describes the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above (please edit statement as needed to fit this particular job):

<input type="checkbox"/>	The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.
<input checked="" type="checkbox"/>	Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.
<input type="checkbox"/>	The job is often performed under somewhat disagreeable working conditions; exposure to any or all of the above elements is likely, with at least one present to the extent of being disagreeable.
<input type="checkbox"/>	The job is continuously performed under disagreeable working conditions; exposure to any or all of the above elements is probable, with several being present to the extent of being objectionable.
<input type="checkbox"/>	Work is continuously performed under extremely disagreeable working conditions; exposure to many objectionable elements is both continuous and intensive.

3. ATTENDANCE

Compliance with general company standards.
 Work in community-based environments and facilities.
 Some weekend and evenings may be required.
 Travel across the state and some overnights required.

4. SAFETY

Compliance with general company standards.
 Additional safety precautions apply including communicating status of location, adhering to safety protocols for clinical and community-based work, and emergency situations.

5. EEO CLASSIFICATION - This section should be completed by the Human Resources Department. It classifies positions for specific state and federal reporting requirements.

<input type="checkbox"/> Executive/Senior Level Managers (1.1)	<input checked="" type="checkbox"/> First/Mid-Level Managers (1.2)	<input type="checkbox"/> Professional (2)	<input type="checkbox"/> Technician (3)
<input type="checkbox"/> Sales (4)	<input type="checkbox"/> Administrative Support Workers (5)	<input type="checkbox"/> Craft Worker (6)	<input type="checkbox"/> Operative (7)
<input type="checkbox"/> Laborer (8)	<input type="checkbox"/> Trainer		

6. SIGNATURES & DATES - NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.

<i>Immediate Supervisor</i>	<i>Date:</i>	<i>Next Level of Management</i>	<i>Date:</i>
<i>Human Resources</i>	<i>Date:</i>	<i>Employee</i>	<i>Date:</i>