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[COMPANY NAME] JOB DESCRIPTION

Position: Human Resources
Managers

Job Description:

Plan, direct, and coordinate human resource management activities of an organization to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance.

Job Tasks:

- Administer compensation, benefits and performance management systems, and safety and recreation programs.
- Advise managers on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes.
- Allocate human resources, ensuring appropriate matches between personnel.
- Analyze statistical data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.
- Analyze training needs to design employee development, language training and health and safety programs.
- Conduct exit interviews to identify reasons for employee termination.
- Develop, administer and evaluate applicant tests.
- Identify staff vacancies and recruit, interview and select applicants.
- Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Negotiate bargaining agreements and help interpret labor contracts.
- Oversee the evaluation, classification and rating of occupations and job positions.
- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures.
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
- Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations.
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- Plan, organize, direct, control or coordinate the personnel, training, or labor relations activities of an organization.
- Prepare and follow budgets for personnel operations.
- Prepare personnel forecast to project employment needs.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion and employee benefits.
- Provide terminated employees with outplacement or relocation assistance.
- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Develop and/or administer special projects in areas such as pay equity, savings bond programs, day-care, and employee awards.
- Represent organization at personnel-related hearings and investigations.
- Study legislation, arbitration decisions, and collective bargaining contracts to assess industry trends.
- Contract with vendors to provide employee services, such as food service, transportation, or relocation service.
- Investigate and report on industrial accidents for insurance carriers.

Required Knowledge:

- **Personnel and Human Resources** -- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- **Administration and Management** -- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- **Mathematics** -- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **English Language** -- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
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- **Education and Training** -- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- **Law and Government** -- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- **Psychology** -- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Required Skills:

- **Management of Personnel Resources** -- Motivating, developing, and directing people as they work, identifying the best people for the job.
- **Writing** -- Communicating effectively in writing as appropriate for the needs of the audience.
- **Speaking** -- Talking to others to convey information effectively.
- **Reading Comprehension** -- Understanding written sentences and paragraphs in work related documents.
- **Active Listening** -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

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- **Critical Thinking** -- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Systems Analysis** -- Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- **Coordination** -- Adjusting actions in relation to others' actions.
- **Mathematics** -- Using mathematics to solve problems.
- **Social Perceptiveness** -- Being aware of others' reactions and understanding why they react as they do.

Abilities Required:

- **Written Comprehension** -- The ability to read and understand information and ideas presented in writing.
- **Speech Clarity** -- The ability to speak clearly so others can understand you.
- **Written Expression** -- The ability to communicate information and ideas in writing so others will understand.
- **Oral Expression** -- The ability to communicate information and ideas in speaking so others will understand.
- **Oral Comprehension** -- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Deductive Reasoning** -- The ability to apply general rules to specific problems to produce answers that make sense.
- **Problem Sensitivity** -- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Time Sharing** -- The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
- **Inductive Reasoning** -- The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Near Vision** -- The ability to see details at close range (within a few feet of the observer).

Job Activities:

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I _____ acknowledge that I have read and understood this job description for the position of Human Resources Manager.

Employee Name: _____

Date: _____

Supervisor Name: _____

Date: _____

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