

POSITION: HUMAN RESOURCES MANAGER

CLASSIFICATION: Exempt (Salary)

REPORTS TO: Executive Director

DATE UPDATED: April 15, 2016

POSITION SUMMARY:

Plan, develop, organize and assisting in directing a comprehensive human resources management program to manage an employee relations program through the effective resolution of employee grievances and management concerns.

Advises the Executive Director and ensures compliance with employment guidelines in accordance to Tribal, Federal, and State requirements. Maintain personnel files, management guidelines by preparing, updating and recommending human resource policies and procedures.

Responsible to maintain and improve the CCRC human resources department by evaluating employee relations, policies, programs and practices. Serves as a link between management and employees by helping resolve work related issues.

SPECIFIC DUTIES:

1. Plans and conducts new employee orientation to foster positive attitude toward organizational objectives.
2. Responsible to ensure applicants are qualified to hire by conducting the Employee Abuse Registry in accordance to DDS standards.
3. Responsible to complete the Caregivers Criminal History Screening fingerprint background check on the day of hire.
4. Meet with employees regarding hearing and resolving employee grievances.
5. Assist managers with counseling employees and supervisors.
6. Identifies staff vacancies and recruitment, interviewing committee and selection of applicants.
7. Responsible for planning, directing and coordinating the administrative functions of CCRC, Inc.
8. Maintains employee benefit programs. Analyze and assess trends in benefits and recommends adjustments as appropriate.
9. Maintains professional and technical knowledge by attending educational workshops, establishing personal networks with similar providers.
10. Ensure medical healthcare insurance is offered to eligible employees within 60-days of hire and 90-days of hire for all other benefits (i.e. Medical, Dental, Vision, 401k Retirement plans).
11. Assist employees with worker's compensation claims. Collaborate with Transportation/Facility Manager to discuss safety solutions for employees who are hurt on the job.
12. Team leader for Employee Improvement Program and Strategic Planning Session. Responsible to develop the annual human resource budget.
13. Collaborate with department managers to implement 603.1 Employee Development Policy to encourage staff to achieve academically for the management/instructor positions they hold.

14. Modifies CCRC, Inc. policies and procedures in accordance with applicable Tribal, State, Federal laws, Developmental Disabilities Supports Division (DDSD) policies, and Navajo Nation regulations;
15. Responsible to update and maintain CCRC website www.ccrnm.org to include all job vacancies, application and application requirements.
16. Responsible to have CCRC, Inc. Policy and Procedure manual reviewed and approved by the CCRC Board of Directors, every 3-years or as needed and educates compliance accordingly.
17. Oversees the maintenance, communication and destruction of personnel records as required by law including local governing bodies.
18. Resolves and engages in policy issues of considerable sensitivity; implores support from executive managerial staff in formulating policies that impacts different department levels of CCRC, Inc. Advises managers on CCRC policies and procedure on matters such as: Equal Employment Opportunity, Sexual Harassment, and Social Media.
19. Provide policy guidance on all major facets of human resource management which encompasses recruitment, classification, compensation, employee relations, personnel records, employees training and retirement.
20. Consults regularly with departments to discuss ways to improve and strengthen the operation of CCRC, Inc.
21. Designs and develops training materials for presentation; conducts training and orientation regarding disciplinary procedures, the grievance procedure, the CCRC Policies and Procedures Manual and other areas as requested.
22. Maintain current procedures on family and medical leave, sexual harassment, drugs and alcohol in the workplace, employee conduct, etc. in the CCRC Policy and Procedures Manual and CCRC Handbook to ensure implementation.
23. Advises management with alternative recommendations on addressing individual and precedent situations not covered by CCRC Policy and Procedure Manual.
24. Monitors, administers and coordinates the employee relations program of CCRC, Inc. and provides technical assistance to staff, management and employee on human resources and grievance issues.
25. Maintains contact with attorneys, aggrieved parties, initiating parties and other organizations regarding human resources.
26. Maintains all CCRC, Inc. personnel records to ensure all necessary documents (SS card, driver license, etc.) are on file.
27. Ensures CCRC, Inc. personnel files are located in a secure area.

28. Responsible for submitting a quarterly progress report to the Board of Directors, Executive Director, regarding human resource activities, accomplishments, goals, and staff turnover.
29. Complete all timesheets for department managers biweekly using the Novatime system.
30. Serves as an advocate for CCRC, Inc. and the employees.
31. Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree or higher in Business Administration, Public Administration, Personnel Management, or 8 years in business related field of work is preferred and/or HR Advanced Certification in Human Resource in Indian Country. Plus 3 to 5 years experience in human resource/personnel management and 2 years supervisory capacity.
- High School Diploma or GED
- Valid Driver License
- Must pass the Caregivers Criminal History Screen Clearance
- Must be computer literate and knowledge of Microsoft office software applications.
- Knowledge of insurance and employee retirement programs.
- Skills in planning, organizing and directing the work of human resource management staff engaged in the human resource management.
- Knowledge of the techniques and procedures of public human resource management programs.
- Knowledge of CCRC, Inc. Policy and Procedures Manual
- Knowledge of the principles and practices of position classification, salary administration, recruitment, selection, employee development and employee relations.
- Skills in establishing and maintaining effective working relationships with supervisors and employees.
- Ability to understand, interpret, apply and explain personnel laws, rules, regulations, standards and procedures.
- Ability to analyze and make improvements in human resource policy and procedure activities and transactions.
- Must have excellent interpersonal skills

SALARY: \$40,337.37 - \$66,015.66 depending on experience.