

JEWISH FEDERATION OF BROWARD COUNTY

JOB DESCRIPTION

POSITION TITLE: HR Manager

FLSA: Exempt

DEPARTMENT: Operations and Planning

REPORTS TO: Vice President of Finance

LOCATION: Davie, Florida

SALARY: Commensurate with experience

PRINCIPAL FUNCTION: The HR Manager will assist in the development and execution of personnel policies and procedures, providing guidance and interpretation for business operations, assist in administering benefits, compensation and employee performance programs, recommend new policies and procedures to improve employee engagement and ensure legal compliance of state and federal HR regulations and applicable employment laws.

Core Responsibilities:

- Maintain knowledge of legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance. Using research and best practices, creates compliance updates for personnel policies and procedures for review by senior management and employment law attorney. Communicates updates to all staff via all staff meetings or e-mail communication.
- Utilize HRIS system to process payroll accurately and on a timely basis. Maintain HRIS system including records of benefits plan participation such as insurance and 401K plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
- Administer benefits programs such as health, dental, vision and long term disability insurances, 401K benefit plan, PTO, leave of absence, and employee assistance. Works with benefit providers to resolve issues. Works collaboratively with benefits consultant and oversees annual open enrollment process ensuring review, accuracy and 100% staff completion. Responds to inquiries regarding policies, procedures and benefits programs.
- Develops and executes recruiting plan for candidates to fill non-executive positions, includes: working with hiring manager to develop and refine job description for open positions; posting internally and externally; evaluating resumes; telephone screening; logistics and interview scheduling; testing and background checks for prospective candidates.
- Plans and conducts new employee orientation for new staff to foster positive attitude toward company goals. Oversees preparation of orientation documents.

- Works with supervisors in developing, updating and maintaining current job descriptions for all non-exempt staff.
- Assists supervisor in performance management process and where appropriate, administers salary reviews with employee and their supervisor, as appropriate.
- Assist employees with career growth by identifying opportunities for professional development and leadership training, as well as providing guidance to management on an ongoing basis.
- Updates job knowledge by participating in educational opportunities via webinars or external programming; reading professional publications; participating in programming as appropriate.
- Works collaboratively with supervisor in arriving at appropriate resolution of employee relations issues for staff.
- Coordinates Workers comp claims and/or injury reporting to worker's compensation carrier.
- Develops a system to track Federation volunteers and update Volunteer Handbook as needed.
- Assists in the communication, interpretation and updates of the Employee Handbook and the development of policies.
- Responsible for employee safety, welfare and wellness education.
- All other duties as assigned.

QUALIFICATIONS: Bachelor's Degree in Human Resources Management, business or related field; Master's Degree and/or SHRM certification a plus. Excellent communication and interpersonal skills, ethics and cultural awareness. Resourceful, ability to problem solve and thorough knowledge of HR policies and procedures. Knowledge of HR federal laws and regulations. Strong attention to detail.

PHYSICAL REQUIREMENTS: Intermittent standing, walking and sitting with occasional periods of prolonged sitting at computer or in meetings. Must have good visual acuity to be able to use computer and ability to communicate using telephone equipment and in person.

The job duties and responsibilities describe the general nature and level of work for employees in this position, but this is not intended as an exclusive or all-inclusive inventory of all duties required of employees in this job.