

Position Description – Human Resources Manager

Position Title: Human Resources Manager **Date:** May 15, 2023
Department: Human Resources **Reports to:** Director of Compliance and Human Resources
Status: Exempt **Designation:** In-Office

I. Job Summary

The Human Resources Manager is responsible for daily HR department functions, as well as planning, implementing, and developing employee programs, including onboarding, training, recruiting, and engagement. The Human Resources Manager is also responsible for the administration of employee benefits, maintaining HR procedures, and the day-to-day interaction with employees, creating a positive environment for MedBen's employees to feel valued, respected, and supported.

II. Specific Duties

Daily Operations

- Review and update HR and employee related forms to ensure forms are current and compliant, and all company related entities are using current and consistent forms.
- Assist with updating and maintaining employee policy handbook.
- Respond to employee inquiries regarding payroll and benefits, including health and dental, 401k, time off, FMLA, and general employee personnel issues.
- Check daily employee call-off line and notify applicable departments.
- Prepare and distribute monthly/quarterly invoices to multiple entities for benefit related fees including 401k recordkeeping, payroll administration, and HR services fees.
- Conduct benefits enrollment for eligible employees; assists with benefit administration including health, dental, voluntary life, vision, Section 125 flexible benefits, long-term disability, and 401k retirement plan.
- Assist supervisory staff with annual performance review process.
- Assist with maintaining file system and files correspondence and other records.
- Assist Director of Compliance and Human Resources with projects and assignments as needed.

Reporting and Compliance

- Compile data from multiple entities in preparation for annual benefit audits.
- Prepare EEOC annual reporting.
- Prepare ACA (1095) reporting and filing.
- Manage and monitor FMLA requests, forms, and weekly follow-up.
- Manage 401(k) year-end data questionnaire and audit.
- Provide data for annual SOC-1 audit.
- Prepare unemployment forms.
- Manage workers' compensation claims.
- Stay current with applicable HR laws and regulations.
- Work with Employee Benefits Attorney, as necessary.
- Annual accrual data for payroll.

Recruiting and Hiring

- Assist with job postings, both internal and on employment websites.
- Perform employment and reference checks.
- Coordinate drug screenings.
- Assist Managers with recruitment and interview process, including phone screens, posting job ads, scheduling applicants, sending application information, and gathering feedback, as necessary.
- Coordinate with hiring department on hiring process.

Onboarding New Employees

- Schedule and conduct new employee orientation activities including meeting arrangements, compilation of new hire paperwork, and overview of timekeeping and payroll systems.
- Input new employee information into payroll and timekeeping systems to create employee records.
- Verify I-9 documentation and maintain file.
- Assist with developing and implementing training and onboarding programs.

Offboarding Employees

- Conduct exit interviews.
- Notify applicable internal staff of termination date.
- Create worksheet for final payroll.
- Terminate benefits with applicable vendors, as necessary.

Employee Engagement Activities

- Participate in and assist with planning company events.
- Work to promote a healthy company culture for employees at all levels.
- Develop and maintain a positive relationship with employees – both in-office and remote employees.
- Assist with coordinating employee meetings and group events, assists with preparing agendas, and reserving and preparing facilities.
- Assist with creating and organizing employee training classes and events.
- Manage employee birthday and anniversary cards.
- Summer hours scheduling, as necessary.
- Coordinate with MedBen's social media coordinator.

III. Qualifications

- Bachelor's degree, preferably in Human Resources.
- 5-7 years in a similar human resources position, based on job description.
- Advanced skills in Microsoft Word, Outlook, and Excel; proficient in Microsoft PowerPoint.
- 2 to 3 years using web based electronic payroll systems.
- Ability to prioritize workload and multi-task daily.
- Willing to work beyond normal business hours, if needed.
- Exceptional organizational skills and attention to detail.
- Excellent oral, written, and presentation skills necessary to communicate and work effectively with management and employees.
- Excellent telephone manner.
- Ability to understand, interpret, develop, and communicate company policies and procedures.
- Ability to understand and follow written and oral directions.
- Ability to establish and maintain effective working relationships.
- Ability to take initiative to complete projects, tasks, and assignments.
- Ability to empathize and defuse sensitive or contentious employee issues.
- Ability to understand and comply with deadlines.

SALARY WILL BE BASED ON EXPERIENCE

Revision History

Rev	Identification of Change	Author/Approver	Revision Date
0	New Human Resources Manager position	Caroline Fraker	04-17-2023