



HUMAN RESOURCE MANAGER

Classification

Exempt, Non-Bargaining Unit

Reports To

Director of Special Projects

Salary Range

FT \$65,000 - \$75,000

Date

April, 2022

Job Description

Summary/Objective:

The Human Resource Manager will perform the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices. The Human Resource Manager ensures that internal policies, procedures, and guidelines conform to the directives of the Board of Directors and Executive Director, industry practice and government rules.

Essential Functions:

- Performs the daily workflow of the Human Resources Department.
- Recruits, interviews, and assists in decision making for the hiring of qualified job applicants; collaborates with directors and departmental managers to understand skills and competencies required for openings.
- Establishes training plan for new employees and creates learning and development plans that provide internal development opportunities for employees.
- Provides constructive and timely performance evaluations.
- Conducts, as directed, employee disciplinary meetings, terminations, and investigations in collaboration with in accordance with company policy.
- Assists in the development and implementation of goals, policies, priorities, and procedures relating to the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Provides support and guidance to directors, managers, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Analyzes trends in compensation and benefits; researches and proposes competitive salaries to ensure the organization attracts and retains top talent.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

**Core Competencies:**

- Collaboration
- Communication, Respect, & Response
- Ethical Conduct, Honesty, & Integrity
- Hospitality & Customer Satisfaction
- Problem Solving & Initiative
- Productivity & Delivering Results
- Safety
- Strategic Thinking & Stakeholder Engagement
- Team Member Development
- Interpersonal, Negotiation, and Conflict Resolution Skills.
- Thorough Knowledge of Employment-related Laws and Regulations.

Required Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- A minimum of five to seven years of human resource management experience preferred.
- PHR, SHRM-CP or SHRM-SCP highly desired.
- Training and experience with relevant computer applications.

Position Type/Expected Hours of Work

This is a full time, exempt position. Days and hours of work are typically Monday through Friday, 7:30 am to 5:00 pm with an occasional ability to work weekends and overtime as needed.

Work Authorization/Security Clearance

Candidate will be required to successfully pass drug screen and criminal background check.

Work Environment

This position operates in a professional office environment and may be subject to the outside environment for short periods of time.

Physical Demands

- While performing the duties of this job, the employee is regularly required to talk or hear.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.

AAP/EEO Statement

The Lancaster Parking Authority (LPA) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the LPA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring,



placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.

Other Duties

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager _____ Date _____

HR _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

Print Name _____