**Position Title:** HUMAN RESOURCES MANAGER

**Reports To:** Human Resources Director

**Position Summary:**
The Human Resource Manager will plan, maintain, and execute the routine functions of the Human Resources department. These functions include maintaining and enhancing the organization’s human resources department through planning, implementing, and evaluating employee relations, recruitment, human resources policies, programs, and practices for Kalamazoo Community Foundation. In addition, they will manage the payroll process, flexible spending reconciliation, human resources related software/platforms, and coordination of benefits and leave.

**Essential Duties & Responsibilities:**

**Human Resources General Activities**
- Represent the Community Foundation and engage in learning at Human Resources Conferences and Seminars as it pertains to benefits, human resources related administration, and human resources laws.
- Complete annual Grantmaker, large foundation, U.S. Census Bureau, insurance related surveys for renewal, and report receipt for compensation analysis.
- Compile and complete the human resource scorecard for the Community Foundation.
- Complete Human Resources projects and training related to role functions.
- Plan and conduct new employee orientation and onboarding to foster positive attitude toward Company goals.
- Develop training materials and performance management programs to help ensure employees understand their job responsibilities.

**Benefits Oversight and Administration**
- Manage the coordination of benefits from selection of benefits to informing employees and executing enrollment for employees.
  - Administrator of Maxwell Health for benefits administration: annual benefits open enrollment, communicate with employees, schedule benefit information meetings, answers questions, and make sure all paperwork is submitted and complete to maintain all benefit records, enrollment, and compliance.
- Manage relationships with benefit vendors through communication with insurance carriers and 125 administrators on issues, enrollments, and terminations; review all premium notices, invoices, and subscription lists for accuracy.
- Coordinate with COBRA administrator to ensure all COBRA notices and payments are maintained and up to date.
- From the direction and vision of the HR Director, create and implement Employee Wellness program.
- Create, administer, analyze, and provide feedback on the annual benefit and human resources satisfaction survey(s) to the HR Director.
Recruitment and Employment Release

- Partner with the HR Director to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Manage advertisement of open positions, the application process, background checks, letter of offer correspondence, and initial orientation of new hires to the organization.
- Coordinate and conduct phone or virtual interviews, in person interviews, receive Pondera Virtual Advisor assessment feedback, perform employment reference checks, and make employment recommendations when needed.
- Manage the process of employment release.

Annual Performance Review

- Maintain and process documents related to the performance review process.
- Assist the Human Resource Director with managing the performance review process.

Compliance

- Update Human Resource Director on issues and make recommendations for continuous improvement on policies and procedures while assisting with the design and implementation of people, policies, and activities to support the KZCF culture to enhance employee engagement.
- Review and make recommendations for changes to Director and revise the Employee Handbook and/or other human resources policies as needed.
- Set up and maintain electronic and physical personnel records.
- Provide census and other HR related reports as necessary to internal stakeholders, vendors, federal, and state authorities.
- Maintain compliance with federal, state, and local employment laws and regulations to recommended, review, and implement best practices regarding policies and procedures.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

Employee Relations

- Provide support and guidance to management, and other staff when complex, specialized, and sensitive questions and issues arise.
- Administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Administer employee discipline processes with oversight of the HR Director.
- Conduct exit interviews.

Diversity, Inclusion, Equity, and Anti-Racism

- Apply an equitable and anti-racist lens to all human resources functions to achieve company goals.
- Design company policies that reinforce DEI in the workplace.
- Address and eliminate bias in the recruitment process and all HR procedures.
- Train hiring managers and other HR staff on how to select, manage, evaluate, and retain diverse employees.
- Embrace, support, and integrate Community Foundation philosophies related to diversity, inclusiveness, and anti-racism with a willingness to acknowledge and address other forms of social bias.
- Ability to confront personal, individual, and internal systematic bias with regards to race, gender, orientation, etc., which will require sharing and discussing personal identities in relation to the work environment and learning to be comfortable with difficult interactions around deeply personal, divisive conversations, while supporting others to engage similarly.
Payroll
- Manage and maintain payroll by updating all timekeeping and payroll records.
  - Process bi-weekly payroll to ensure accuracy of pay rates, deductions, and withdrawals; reconcile payroll accounts, calculate, and notify vendors of amounts contributed to 401k and flex deposit accounts.

Flexible Spending Account
- Manage the flex account reconciliation process by recording debit card and direct deposit activity on the general ledger through journal and invoice entries.
  - Maintain the flex payables schedule and reconcile the general ledger accounts to the 125 flex participant accounts and PNC flex checking account.

Technology
Human Resource Information Systems
- Research, review, and analyze the use of technology, make process improvements when gaps and inconsistencies are found, and provide recommendations to streamline work to the HR Director.
- Administer multiple software platforms pursuant to HR and payroll functions.
- Provide training and technical assistance for Paycor and Maxwell Health.

Professionalism:
- Support the mission, vision, and strategic goals, as a part of the Performance Excellence Model of the Community Foundation, to serve both internal and external customers.
- Follow and support Community Foundation policies and procedures.
- Evaluate own performance and assume responsibility for professional development.
- Embrace philosophy of and actively engage in lifelong learning including self-reflection and growth regarding personal bias from an anti-racist and anti-oppressive lens.
- Master concept of Process Based Management (PBM).
- Maintain current knowledge of all changes affecting area of work.
- Conduct self in a professional manner aligned with Core Values.
- Maintain appropriate professional appearance.
- Maintain confidentiality.

Engagement/Participation:
- Actively participate in meetings, committees, and volunteer opportunities within the organization.
- Participate as a team member utilizing a collaborative style to achieve mutual goals.
- Provide proactive, creative cross-functional thinking and ideas to enhance service to customers.
- Demonstrate ability to work effectively with others.

Knowledge, Skills & Abilities:

Required:
- Experience using a variety of computer technologies.
- Demonstrated ability to effectively interact, communicate, and collaborate with people from all cultural backgrounds.
- Bachelor’s degree in Human Resources, Business Administration, or related field or an equivalent combination of training and relevant work experience.
- A minimum of three years of human resource management experience.

Preferred:
- Current COBRA training
- SHRM-CP or SHRM-SCP
Location Requirements:
- The Kalamazoo Community Foundation’s employee health and safety is a top priority. With the COVID-19 pandemic still posing a threat to public health, Foundation employees may temporarily work from home. Please note this remote work policy is only in effect due to the COVID-19 pandemic while public health guidelines strongly recommend work from home when feasible. This policy will be reviewed when public health guidelines or business needs change.
- Occasional work at multiple sites or travel.

Physical/Mental Requirements:
- Work in well-lit, pleasant, smoke-free office.
- Occasional extended workdays.
- Must be able to sit for long periods of time.
- Occasionally involves standing for long periods of time.
- Involves frequent repetitive movement such as extended periods of keyboarding.
- Able to stoop, bend and move intermittently to do filing and move equipment and supplies necessary for job function.
- Requires frequent attention to detail/concentration on figures, paperwork, data, etc.
- Frequent pressures related to meeting deadlines and fulfilling scheduling requirements.
- Periodic distracting influences such as people, phone calls, noise and so forth.
- Periodically requires simultaneous handling of multiple tasks.
- Frequently involves intermittent or cyclical work pressures.

Please send a resume and cover letter to Darian@TheHRShop.com with the role you are applying for in the subject line.