

Human Resources and Payroll Manager

Department: HR and Payroll

FLSA Status: Exempt

Grade/Level:

Work Schedule:

8:00AM to 5:00 PM Monday through Friday

Occasional nights and weekends

Job Status: Full Time

Reports To: Corporate Executive Team

Amount of Travel Required: 15%

Positions Supervised:

None

POSITION SUMMARY

All Human Resources Managers not listed separately.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Compile and enter bi-weekly and monthly payroll. Print checks and create electronic direct deposit. Run appropriate payroll reports to check accuracy to time records submitted. Mail payroll to the four company locations Answer and field all payroll related inquiries
- Completion of Monthly, quarterly, and annual payroll reports in a timely manner. Completion of benefits reports biweekly, monthly, quarterly or annually
- Completion of all unemployment requests and inquiries from the state agencies. Completion of all benefit reporting requests.
- Responsible for all the employee files. Ensuring that all required documents are in the personnel files. Ensuring that all benefit papers are properly filed.
- Develop a new hire employee package for benefits. Make recommendations on employee applications, hiring requirements, reference checks, and general procedures for obtaining new employees.
- Workman's Compensation and Safety will fall under the umbrella of human resources. All initial claims will be sent to HR. This position will advise the manager concerning a correct course of action to follow to minimize claims costs. This position will advise the executive team on all present claims. Will devise a quarterly report on all claims for management review. On safety this position will request and file all monthly safety reports. Advise management on new hire orientation recommendations. Ensure that our safety program is being followed. Develop a safety recognition program.

- Employee handbook. This position will review the current handbook, redline and make necessary changes to ensure compliance in all operating states. Make recommendations on required changes to executive management.
- Affirmative Action and EEOC. This position will review the current affirmative action plan. Make changes where necessary. Complete an action plan that ensures compliance with our hiring goals. This position will file the EEOC reports, the VET 100 report and make all four companies compliant. This position will create a training schedule for Affirmative Action training, develop an application register at all locations, and all other items necessary for compliance. Actual training may be done by the executive team or the driver training instructors.
- Health Care Plan. This position will be the lead manager for monitoring the cost and continuation of our health care benefit plan to include shopping this benefit every three years to ensure cost effectiveness.
- Other Benefits: This position will evaluate all benefits for cost and benefits for employee dollars. Example: Our dental plan.
- Job Descriptions: This position will be responsible for the creation and implementation of a job description for every position in all four companies. In addition, a performance requirement plan should be developed for all jobs.
- Salary review, discipline, and annual reviews. This position will evaluate present procedures for these items. Make recommendations for improvement in all of these areas especially employee hiring and termination procedures and accurate notes

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Change Management - Ability to encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication, Written - Ability to communicate in writing clearly and concisely.

- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Decision Making - Ability to make critical decisions while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Financial Aptitude - Ability to understand and explain economic and accounting information, prepare and manage budgets, and make sound long-term investment decisions.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Strategic Planning - Ability to develop a vision for the future and create a culture in which the long range goals can be achieved.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Training - Ability to develop a particular skill in others to bring them up to a predetermined standard of work performance.
- Team Builder - Ability to convince a group of people to work toward a goal.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

SKILLS & ABILITIES

Education : Bachelor's Degree (four year college or university)

Experience : Three to seven years related experience

Computer Skills

Microsoft Office Suites Accounting Software Internet Research

Certificates & Licenses

HR Certificates BA or BS or above in Personnel Management Certification in HR

Other Requirements

PHYSICAL DEMANDS

Physical Demands

Stand	F (Frequently)
Walk	F (Frequently)
Sit	F (Frequently)
Handling / Fingering	F (Frequently)
Reach Outward	F (Frequently)
Reach Above Shoulder	O (Occasionally)
Climb	O (Occasionally)
Crawl	N (Not Applicable)
Squat or Kneel	O (Occasionally)
Bend	O (Occasionally)

Lift/Carry

10 lbs or less	O (Occasionally)
11-20 lbs	O (Occasionally)
21-50 lbs	O (Occasionally)
51-100 lbs	N (Not Applicable)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	O (Occasionally)
13-25 lbs	O (Occasionally)
26-40 lbs	O (Occasionally)
41-100 lbs	N (Not Applicable)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Vision (Near, Distance, Color, Peripheral, Depth Perception)

WORK ENVIRONMENT

Prepared by: _____ Date: _____

Approval Signature: _____ Date: _____

Approval: _____

Approval: _____

Employee Signature: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.