

<b>Job Title:</b>	HR Manager	<b>Revision Date:</b>	January 30, 2021
<b>Incumbent:</b>	TBD	<b>Department:</b>	Contract Position
<b>Location:</b>	Cincinnati	<b>FLSA Status:</b>	Exempt
<b>Supervisor:</b>	President & CEO	<b>Level:</b>	Contract position

## JOB SUMMARY

The HR Manager is responsible for coordinating the day-to-day basic services within the Cincinnati Youth Collaborative (CYC) including recruiting, onboarding, benefits administration and employee relations/policy interpretation. This is a tactical position requiring implementation and delivery of services. This is a part-time, contract position and the person is expected to function as a department of one.

*This job description is not intended to be all inclusive and the employee will also perform other reasonably related business duties as assigned by the immediate supervisor and other management as required, as well as reasonable requests from co-workers.*

PRINCIPLE DUTIES AND RESPONSIBILITIES			
	%	IMP	EFS
<b>Recruiting and Onboarding</b> <ul style="list-style-type: none"> <li>Work with organizational managers to define, source and recruit staff for open positions.</li> <li>Manage onboarding of new staff including initial benefits administration and coordination with payroll.</li> </ul>			
<b>Employee Relations</b> <ul style="list-style-type: none"> <li>Work with management and staff to interpret and enforce organizational policies and procedures.</li> <li>Ensure that employee relations matters are resolved within the parameters of organizational policies.</li> <li>Coordinate administration of organizational performance management evaluations.</li> </ul>			
<b>HR Administration</b> <ul style="list-style-type: none"> <li>Maintain employee (HR) files.</li> </ul>			

## QUALIFICATIONS

Education/Experience
<ul style="list-style-type: none"> <li>Bachelor's degree in a related field, or an equivalent combination of formal education and directly related experience, is required</li> <li>Five to seven years of previous experience in human resources at a senior level, preferably in a non-profit environment is required.</li> </ul>

### Licenses/Credentials/Certifications

- CP/PHR certification strongly preferred.

### Specialized Knowledge/Skills/Abilities

- Ability to work independently with minimal direction.
- Ability to work with all levels within the organization.
- Excellent written and verbal communication skills
- Knowledge of relevant employment laws and ability to interpret and execute policy.

### Inclusive Excellence Expectations

Inclusive Excellence is achieved by accepting and celebrating the unique identity and circumstance of all. The organization is committed to Inclusive Excellence in its work externally and internally and has established the following expectations for all staff:

1. Demonstrates an orientation to engaging with others in a genuine and respectful way that supports differences in style, thought and background.
2. Engages with others in a way that models Inclusive Excellence through their work either internally or externally.
3. Actively creates teams that include diversity of experience, point of view and perspective.
4. Raises concerns that may be difficult or unpopular to ensure that all points of view are included.
5. Models communication skills that demonstrate courage and respect.
6. Celebrates the successes that come from achieving the objectives of our Inclusive Excellence goals.

## WORKING CONDITIONS

### Environment

- Office hours are typically from 8:00 am until 5:00 pm Monday through Friday. However, weekend hours can be a regular occurrence for some roles. As this is a contract position the expectation is hours will be met within this window of time.
- Work typically performed in indoor office setting, open environment, with overhead florescent lighting.

### Tools and Equipment Used

- Personal computer, copier, fax/scanner, phone and other typical office equipment.
- Expected to have adequate competency with some basic computer applications to enable them to complete time sheets, calendar items using Microsoft Office, meeting participation using Zoom, expense reporting using Concur.

### Travel

- No travel expected.

### Physical and Mental Demands

- Frequently required to sit at a desk/workstation for long periods of time.
- Ability to work using a personal computer for extended periods of time.
- Adequate digital dexterity and hand/eye coordination to operate office equipment (e.g. copiers, fax machines)
- Light lifting and carrying of supplies, files, etc. up to 10 pounds.
- Ability to speak to, hear and communicate with other employees, vendors, clients, community members and others in English.
- Body motor skills enough to allow individual to move around office

SUPERVISOR'S ACKNOWLEDGMENT:		DATE:	
EMPLOYEE'S ACKNOWLEDGEMENT:		DATE:	
TALENT MANAGEMENT REVIEW:		DATE:	

***This job description does not constitute a written or implied contract of employment. This job description is not intended and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or work conditions associated with the job. Furthermore, the employer reserves the right to revise or change job duties and responsibilities as the need arises.***