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| Job Title: | Human Resources Manager | Job Category: | Exempt |
| Department/Group: | Human Resources | Travel Required: | Within the park |
| Reports To | Director of Human Resources | Supervisory Position | Yes |
| Position Type: | Full-time | Salary | \$65,000 - \$70,000 |
| Job Description | | | |
| <p>Summary</p> <p>Under the direction of the Director of Human Resources, the Human Resources Manager is responsible for creating and maintaining a positive employee experience at the onset of recruiting candidates, continuing through orientation, and throughout the employee life cycle. The Human Resources Manager assists in managing the day-to-day administrative tasks in the Human Resources Department, which includes but is not limited to helping employees with general questions and enforcing human resources policies and procedures. The Human Resources Manager conducts new employee orientation, assists with employee relations matters, and provides support in the processing of bi-weekly payroll for all employees.</p> <p>Supervisory Responsibilities</p> <ul style="list-style-type: none"> • Assigns work to and oversees the daily performance of the Human Resources Generalist. • Manages time off requests and timecard approvals for the Human Resource Generalist and the Office Administrator's timecards in the payroll system. • Ensures that front desk coverage is staffed during the absence of the Office Administrator. <p>Essential Responsibilities and Duties – Other duties may be assigned.</p> <p><u>Administrative</u></p> <ul style="list-style-type: none"> • Employee file compliance and binder management . • Maintains employee databases. Continually reviews active vs. not active statuses. • Runs reports at management's request. • Assists third party inquiries for verifications of employment. • Researches and processes unemployment requests from government entities. • Provides administrative support to others in the department. • Other duties as assigned. <p><u>Recruitment</u></p> <ul style="list-style-type: none"> • Manages job recruitment and selection. • Prepares for and attends recruiting events as required. • Assists in posting new job positions. • Reviews job applications and forwards qualified applicants to the hiring manager when needed. • Completes phone interviews as needed. • Manages the pre-employment background check and drug screening process. • Assists with contacting employee references where applicable. <p><u>Orientation & Onboarding</u></p> <ul style="list-style-type: none"> • Develops and executes a smooth new hire employee HR orientation and onboarding process. • Collaborates with other team members in the execution of HR orientation. • Hires candidates into ADP Workforce Now. Verifies that all personal and employment information is complete and accurate. | | | |

- Gathers all appropriate employment paperwork and creates the employee file.
- Maintains employee files, auditing for accuracy and compliance.
- Enters new employees into E Verify within three days of hire.
- Sets employees up in email, HRIS, training, and other systems.
- Creates and implements uniform management system.
- Assists in developing and participates in employee training and development programs.

- Gathers uniform, name tag, and business card information for new and existing employees.
- Uniforms Management – Completes, receives, and distributes orders for uniforms as needed.
- Ensures that the onboarding checklist has been completed.

Payroll & Timekeeping

- Enrolls employees in the timeclock.
- Receives and manages the distribution of pay stubs and live checks.
- Submits annual holiday list and verifies in ADP for accuracy.
- Processes personnel authorization forms (employee changes in status, department, position, and rate in the payroll system).
- Works closely with departmental leaders to assess potential payroll and/or timekeeping problems.
- Notifies IT and/or ADP of timeclock issues. Follow through until resolved.
- Receives payroll error reports and sends them to the director for approval.
- Reports potential issues to the director.

Employee Relations

- Assists employees with employment requests such as employment verification letters or proof of employment.
- Helps employees log into email, ADP, training sites, or other computer related systems.
- Listens to complaints brought to the attention of the HR office and works with the director on resolutions.
- Actively participates as a DE&I Committee Member.

Employee Engagement

- Collaborates with the human resources team and other departments in the planning and execution of employee parties and events.
- Helps set up and break down decorations, tables, and chairs if needed.
- Represents the department at parties and events.
- Contributes information to the quarterly employee newsletter for review.

Other Duties

- Participates in the development of human resources objectives and systems.
- Administers new employee benefits and initialized automated benefits system.
- Suggests new procedures and policies to continually improve the efficiency of the human resources department and organization.
- Ensures legal compliance of human resources state and federal regulations and applicable employment laws.
- Navigates employee requests as quickly and efficiently as possible until resolution.

- Communicates effectively with all employees.
- Assists in the interpretation of the employee and benefits handbooks.
- Reviews and tracks compliance with mandatory training and continuing education
- Assists in planning and participates in employee events.
- Participates in open enrollment.

Qualifications and Skills

Required

- Bachelor's degree in human resources or closely related field required.
- Five years of experience as a Human Resource Manager.
- Must be flexible to work a Monday-Friday, 8am -5pm work schedule with flexibility for occasional Saturday mornings or afternoons for new hire orientation (2-4 per year). Friday office hours may vary depending on business needs.
- An active driver's license.
- Knowledge of human resources federal laws and regulations.
- Excellent communication skills, interpersonal skills, ethics, and cultural awareness.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with an ability to meet deadlines.
- Ability to multitask.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to work a flexible schedule to accommodate company and employee needs.
- Ability to remain calm and respectful in stressful situations.
- Advanced computer skills in Microsoft Office and Human Resources Information Systems.

Preferred

- SHRM-CP/SCP or HRCI certification is highly desirable.
- Experience as a practitioner with ADP Workforce Now preferred.
- Previous experience in companies with 300+ employees, including minors.

Physical Requirements

The physical demands described here are those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, absent undue hardship.

While performing the duties of this job, the employee is frequently required to stand, walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stoop, kneel, or crouch. The employee is occasionally required to climb or balance. The employee may occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The position may occasionally require you to after hours or work weekends as a regular part of the job. Must be willing to work a flexible schedule to accommodate employees. Ability to travel within the park when needed.

Working Conditions

The work frequently takes place indoors, sitting or standing most of the time and occasionally walking. Occasional work outdoors at employee events or other events; occasional exposure to weather, including



humidity, rain, wind, heat or cold. The noise level in the indoor work environment is usually quiet and the outdoor environment varies from quiet to loud.

Sustainability Goals:

City Park employees must strive to decrease our environmental footprint by continually seeking ways to reduce waste and energy usage, care for natural Park habitat and wildlife, and to serve as models to our patrons to do the same through education and example.

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| Reviewed By: | Rebecca Dietz | Date: | |
| Approved By: | Michelle Skaggs | Date: | |
| Last Updated By | Michelle Skaggs | Date: | 6/18/2024 |

I have reviewed this job description and understand the requirements of this position.

Employee Printed Name: _____

Employee Signature: _____ Date: _____