



Job Title: Human Resources Supervisor
Job Code: 780
Department: Human Resources
Reports To: Director of Human Resources
Class Code: 8810
FLSA Status: Exempt
Salary Level: S24
Pay Range: \$4,350 to \$4,948 per month
File Name: HR Manager.doc
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SUMMARY

Under the direction of the Director of Human Resources, the Human Resources Supervisor is a hands-on role with responsibility for all aspects of Human Resources within the company, including employee relations, recruiting, benefits administration, unemployment, compensation, policy implementation and training.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides excellent customer service to customers, business partners and employees.
- Works with managers to improve leadership capabilities, workforce performance and overall engagement.
- Respond to employees/supervisor needs to address performance concerns, interpersonal conflicts and other employee relations issues.
- Ensures effective recruitment methods by identifying the need for the position, updated job descriptions, post ads, etc.
- Assist individuals applying for employment by providing application forms and information on positions available; respond to unsolicited and solicited application informing applicant of available openings, status of recruitment, etc.
- Ensures internal job postings throughout the Association; and place advertisements in external publication as needed.
- Organizes and coordinate seasonal Job Fairs and recruitment efforts for the Association.
- Maintains all current HR forms and paperwork.
- Trains managers on usage for new forms.
- Develops and implements employment activities, such as New Employee Orientation. Provides employment information such as benefit programs, recreational privileges and Association policies and procedures. Coordinates events with department managers, tailor orientation to specific departments if necessary.
- Manages employee recognition programs such as employee of the month and Wooden Nickels.
- Coordinates employee events (Summer Kick off, Employee Golf Tournament, Halloween party, Holiday Party, etc.) with committee, staying within set budget.
- Manages job descriptions for all Association positions. Maintain current job code list, wage range and department code list.
- Provides managers with a variety of human resource related issues, including research and responses to clarification of policies and other related issues.
- Advise managers on counseling and disciplining of staff, CA/Federal law requirements and Association policies.
- Manages employee surveys and results.
- Enrolls, makes changes and terminates employees in Association benefit plan and provide benefits information to employees.
- Maintains understanding of payroll process; Assists accounting with time keeping and payroll functions including enrolling of employee in biometric system, requests for employment information and input of information into employee payroll/hr software.
- Maintains HR Manual. Updates new processes as needed.
- Oversees HR Assistant, job duties, scheduling and timecard.
- Manages health insurance benefits.
- Counsels employees and managers on work related issues.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree and three to five years of progressive human resources administration authority/responsibility; or equivalent from four-year college or technical school; related experience and/or training in human resources or administration; or equivalent combination of education and experience.

Prior experience with resort or seasonal business is highly preferred as well as basic knowledge of the J1 visa student exchange program.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires possession of valid Class C Driver License with a driving record meeting the minimum standards required by the Association insurance carrier. PHR/SPHR, preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of 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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.