

**Humane Society of Washington County
13011 Maugansville Road
Hagerstown, MD 21740**

Job Description

Job Title: Human Resources
Department: Management & Administration
Job Code:
Reports To: Executive Director
Job Status: Full time
Revision Date: March 10, 2020

Essential Duties

As a key member of the executive leadership team, the Human Resources Manager reports to the Executive Director and assumes a strategic management role at HSWC. This position is responsible for administering employee health and benefit plans and serves as the liaison between employees and benefit providers. The Human Resource Manager also ensures that HSWC maintains compliance with state and federal labor regulations with regard to all human resource activities. In addition, this position works collaboratively with senior leadership, consulting regularly on strategic staffing plans, compensation, benefits, talent assessment, training, professional development, and discipline.

Tasks and Responsibilities

- Enhances the shelter's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Manages personnel records, including internal documentation and those required by external agencies
- Leads annual analysis of health insurance options and work with benefit vendors to orchestrate staff registration and renewals
- Coordinates all voluntary employee benefits
- Ensures HSWC is in compliance with all local, state, and federal labor laws and regulations
- Leads all recruiting, hiring, on-boarding, and exit interviews
- Manages Worker's Compensation claims
- Updates and maintains all HR templates, including hiring, disciplinary, and performance documents
- Plays critical leadership role in developing a culture that enables employees to perform in accordance with HSWC objectives and towards fulfilling organization's mission
- Organized and/or leads regular HR-related staff trainings
- Coordinates with leadership to institute and manage staff performance reviews
- Communicates with Executive Director regarding implementation of policies and procedures, safety of the workforce, recruiting and hiring high-performing employees, labor, legislative and other human resources issues
- Serves as the lead in all employee grievances and disciplinary actions
- Ensures job descriptions are up to date and compliant with all local, state and federal regulations
- Maintains organizational staffing chart and contact lists
- Develops training materials and performance management programs to help ensure employees understand their job responsibilities

- Evaluates organizational effectiveness through compiling and analyzing data and preparing and distributing various reports on HR metrics to ensure needs are met

Management and Compliance

- Maintains confidentiality of all records relating to personnel, contracts, and legal matters.
- Administers employee benefit plans, including Worker's Compensation and health insurance, SIMPLE IRA retirement savings plan and COBRA in accordance with applicable regulations. Directs and oversees preparation of all government reporting documents as required.

Qualifications

EDUCATION AND EXPERIENCE:

- Minimum of a bachelor's degree in Human Resources or current SHRM certification
- Minimum of two years' experience in Human Resources. Experience with a non-profit organization a plus

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent verbal and written communication skills.
- Basic knowledge of labor laws and human resources practices.
- Understanding of and ability to communicate effectively the policies and procedures of HSWC.
- Ability to handle difficult situations presented by citizens, staff and/or volunteers.
- Ability to multi-task, prioritize, delegate and adhere to deadlines.
- Proficiency with QuickBooks, MS Excel, and MS Word.
- Ability to operate standard office equipment.
- Ability to work week days, evenings and weekends as needed.
- Ability to be vaccinated with pre-exposure rabies.
- Ability to lift up to 50 pounds, work with or within proximity of all species of animals, and have the physical ability to maintain balance, stoop, crouch, and reach over your head.
- Must possess a valid Driver's License and insurable driving record.

Leadership Responsibilities

- Communicates in an effective and professional manner with public and all HSWC staff and volunteers.
- Follows all written and verbally communicated HSWC policies and standard operating procedures.
- As a member of the senior management, leads agency staff and volunteers to a high standard of performance. Works in collaboration with senior leadership and Executive Director.
- Develops new ideas with staff in order to work towards the organization's strategic goals.

Working Conditions

Work environment may have regular exposure to adverse environmental conditions, such as zoonotic disease, parasites, dirt, dust, pollen, odors, humidity, rain, fumes, temperature and noise extremes, traffic hazards, pathogenic substances, animal attacks or animal bites. The noise level in the work environment can be very loud. Occasional lifting of up to 50 pounds with reasonable accommodation. Sitting or standing for 8 – 10 hours per day. Computer usage.

Employment Disclaimer: This job description is not a contract. Management reserves the right to change its contents at any time. The HSWC complies with guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as a disabled veteran or veteran of the Vietnam era. This organization is an Equal Opportunity Employer. The Humane Society of Washington County is an at-will employer.