# Job Title: Human Resources Manager

# Reports to: CEO, YWCA Northwestern Illinois

# Job Summary: The human resource program manager ensures that human resource programs support the long-term goals of YWCA Northwestern Illinois. This position performs professional work of considerable difficulty overseeing a range of administrative functions related to human resource management, employee development and customer service. This position also conducts regular HR training for employees and supervisors.

# Supervisory Responsibilities*:*

* This position has no direct supervisory responsibilities but does serve as a coach and mentor for other positions in the department.

## Duties/Responsibilities:

* Plans, directs and administers various human resource programs.
* Writes and revises job classification specifications.
* Develops HR training programs and teaches courses.
* Researches, analyzes data and prepares quarterly reports on HR trends, new HR project suggestions and current program goals and progress.
* Works with staffing agencies to schedule interviews, process references, background checks, and securing final approvals from administration and CEO
* Onboards temporary staff and completes hire-in for employees completing 90-day probationary period.
* Works with insurance broker to schedule and enroll new employees into agency provided benefit programs.
* Enrolls eligible employees into the YWCA Retirement Fund and in conjunction with the Finance Department, manages changes that affect the retirement fund.
* Completes mandatory reports for Federal and State agencies such as Bureau of Labor Statistics, US Dept. of Commerce, US Dept. of Labor, and other mandated reporting.
* In coordination with CEO, develops, reviews and revises personnel policies and procedures.
* Provides advice and counsel to Administrative leadership, Directors, Supervisors, and staff on updating and interpreting programs.
* Liaison to the Board HR Committee.
* Performs other related duties as assigned.

##  Required Skills/Abilities:

* Excellent verbal and written communication skills.
* Considerable knowledge of principles and practices of human resource management, dynamics of employee development and professional growth, and training program design and presentation.
* Working knowledge of state and federal labor laws and regulations.
* Ability to compose and present comprehensive reports.
* Ability to plan, organize and present training activities to diverse employee groups.
* Excellent organizational skills and attention to detail.
* Excellent time management skills with a proven ability to meet deadlines.
* Strong analytical and problem-solving skills.
* Proficient with Microsoft Office Suite and related software.
* Prolonged periods of sitting at a desk and working on a computer.
* Must be able to lift up to 30 pounds at times.
* Must have valid U.S. driver’s license and insurance.

## Education and Experience:

* Bachelor's degree in in human resources or a related field and four years of human resource experience; or any combination of education, training and experience that demonstrates the ability to perform the duties of the position.
* SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential preferred.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This Job Description should not be read as creating an express or implied contract, nor is it intended to alter the employment-at-will relationship. Employment with the YWCA is "at-will" and may be terminated at any time, with or without cause, at the option of either the YWCA or the employee.

My signature below acknowledges I received a copy of this job description.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_