

## Human Resources Manager Job Duties:

- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Writes directives advising department managers of Company policy regarding, compensation, and employee benefits.
- Consults legal counsel to ensure that policies comply with prevailing law.
- Develops and maintains a human resources system that meets top management information needs.
- Oversees the analysis, maintenance, and communication of records required by law of governing bodies, or other departments in the organization.
- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.
- Presentations to corporate officers or government officials regarding human resources policies and practices.
- Recruits, interviews, tests, and selects employees to fill vacant positions.
- Plans and conducts new employee orientation to foster positive attitude toward Company goals.
- Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
- Coordinates management training in interviewing, hiring, terminations, promotions, performance review.
- Administers benefits programs such as life, health, pension plans, vacation, sick leave, leave of absence, and employee assistance.
- Prepares budget of human resources operations.
- Prepares employee termination notices and related documentation, and conducts exit interviews to determine reasons behind separations.
- Prepares reports and recommends procedures to reduce absenteeism and turnover.
- Contracts with outside suppliers to provide employee services, such as temporary employees, search firms, or relocation services.