

**American Radio Relay League Inc.**  
**Human Resources Manager**

Department: HUMAN RESOURCES                      Grade: 12  
Reports To: Chief Financial Officer                      Classification: Exempt  
Supervises Direct: 0  
Starting Salary Range: \$80,500 - \$90,600

**Role:**

Under the supervision of the CFO and in conformance with established policies and procedures, the HR Manager is responsible for the day-to-day administration of human resource programs, including compensation and benefits, employment, leave, employee relations, recruitment, and new employee orientation. The HR Manager has a detailed understanding of state and federal employment laws and regulations to ensure compliance. The position will play a key role in the organization's success by providing guidance on recruitment, terminations, performance management, employee relations, and HR best practices while facilitating positive relationships among all staff.

**Essential Functions & Responsibilities:**

\*Ensure organization-wide compliance with all state and federal employment laws, FLMA and COBRA regulations.

\*Administer employee benefits programs and contracts with various providers including reconciling monthly insurance invoices. Promote awareness and communicate information to employees regarding the various available benefit programs. Troubleshoot and act as an ombudsman for employees with benefits questions. Coordinate employee orientations, open enrollments, changes and training for employee benefit programs. May also advise on benefit needs and/or evaluate benefit contract bids.

\*Respond to human resources-related inquiries in a professional, effective, and timely manner.

\*Coordinate staffing logistics and detailed documentation including maintaining organized and complete employee records and paperwork.

\*Help develop, update, implement, support, and review all HR department initiatives, policies, procedures, and systems including creating and distributing internal communications regarding status changes, benefits, or company policies.

\*Provide guidance to employees and management on human resource policies and procedures. Analyze problem situations and take or recommend appropriate action. Process complaints and assist with any necessary investigations and disciplinary actions as necessary including ensuring appropriate documentation is completed.

\*Assist managers with the development of accurate job descriptions. Review and update job descriptions as necessary for completeness and accuracy. Advertise job openings, review, and vet applications for minimum requirements. Review interview questions and participate in interviews as needed. Coordinate and review background checks. Maintain applicant records related to recruitment and selection.

\*Prepare and/or review documentation and correspondence related to the termination of employees including performing exit interviews.

\*Perform other duties as assigned.

### **Performance Measurements:**

- Contributes to creating positive energy and fostering a team atmosphere, showing excitement and pride in the team's work, and being accountable for results.
- Maintain and demonstrate up-to-date knowledge of state and federal employment law and compliance requirements including the ability to read and interpret laws, regulations, policies and procedures.
- Ability to apply human resource principles and procedures; ability to analyze problems quickly and determine effective solutions.
- Conduct work relationships in a professional and courteous manner, encouraging trust and confidence.
- Maintain composure and strict confidentiality in performance of all responsibilities.
- Exercise exceptional organizational and time-management skills to coordinate and manage multiple tasks and projects.
- Demonstrate the ability to exercise excellent judgement in handling confidential and sensitive information.
- Ability to complete job responsibilities with a minimum of supervision and to exercise a reasonable amount of independent judgement while keeping the CFO informed of day-to-day operations and questions.
- Accurately and timely maintain human resource records in a detailed and organized manner.

### **Knowledge and Skills:**

Experience     Five to eight years of similar or related experience.

Education     A bachelor's degree in human resources, business administration, or related field, or equivalent knowledge gained through a combination of education and extensive experience in human resources.

Interpersonal Skills     Work frequently involves exercising advanced conflict resolution, giving material presentations, and resolving issues impacting multiple departments or divisions. This role also requires the ability to motivate or influence others as a material part of the role, with a significant level of diplomacy and trust. Obtaining cooperation, both internally, and externally, is an important part of the role and a high level of interpersonal skills is critical to the success of this position.

Other Skills     - Strong knowledge of employment laws, best practices, and benefits administration.  
- Proficiency with Microsoft Office.  
- Aptitude for critical thinking, problem-solving and decision making.  
- Must be extremely organized, efficient, able to multi-task and plan.  
- Awareness of OSHA regulations and compliance.

Physical Requirements      Must be able to lift 10 lbs.

Work Environment      Occasionally fast paced, goal and deadline driven office environment in Newington, CT.