

## Human Resource Manager

**Reports to:** President/CEO

**Supervises:** Human Resource Assistant

**FLSA:** Exempt, salaried

**Pay Grade:**

**Summary:** Collaborates with President/CEO and senior managers in creating and implementing the human resource vision and strategy for the Gardens. The Human Resource Manager provides expertise and guidance in creating a positive organizational culture, developing talent and building teams, and creating an inclusive, diverse, equitable, and accessible organization. Supports management and employees through implementation of fair and practical policies and practices, benefits, and working conditions. Works very closely with the senior leadership team to build a healthy, positive culture and develop talent. A member of the senior management team, s/he participates in the development and implementation of leadership initiatives, strategic plans, and organization-wide policies and programs that contribute to the Gardens' overall success. Exercises considerable discretion and independence with oversight of the President/CEO.

**Essential Functions:** *(This job requires the performance of the following tasks, with or without accommodation. Additional responsibilities may be assigned.)*

- Work closely with the President/CEO and senior staff to help create a highly diverse, inclusive, and belonging culture, ensuring staff thrive and organizational goals and outcomes are met.
- Support talent development, organizational culture, and Inclusion, Diversity, Equity, and Access (IDEA) across the organization by supporting the training and development of managers and teams on topics such as: IDEA principles, leadership, team-building, communication, decision-making, and others.
- Provide HR expertise to the organization on such subjects as inclusion and diversity, risk management, performance management, discipline, accommodation, leave and attendance, wage and hour compliance, supervisory and interpersonal relations.
- Responsible for creating, updating, and administering annual goal setting and performance management process.
- Manage annual competitive compensation analysis. Compile and maintain an up-to-date wage and salary schedule.
- Work with senior staff to maintain up-to-date and accurate job descriptions for all positions. Consult with senior staff and President/CEO on organizational design.
- Coordinate the recruiting, hiring, onboarding, and training process for new employees, including for seasonal staff and interns.
- Manage the intern program across the organization, and facilitate placement in and onsite management of seasonal/intern housing.
- Develop policies and procedures and track compliance with federal and state laws, regulations, and industry best practices. Communicate the importance of and rationale behind recommended policies. Prepare, issue, and keep current the Employee Manual describing these policies and procedures. Define and implement HR policies and standard operating procedures to ensure efficient and repeatable work processes.
- Prepare reports as needed for government agencies, benefits administrators, and auditors.

- Responsible for building a culture of safety and training. Ensure programs are in place to regularly assess employee workplace safety, and that leaders have the resources they need to train employees in proper procedures and practices, including ergonomics, and tracks compliance.
- Monitor conditions in buildings and grounds together with Infrastructure and Maintenance team.
- Ensure an Emergency Response Plan is in place and that all employees know their role in it. Ensure that it includes appropriate notification of senior leadership and insurance, and that we have appropriate documentation and follow-up practices.
- Plan HR strategies in response to the growth of the Gardens.
- Manage benefit administration, including recommendation of benefit programs, enrollment, and COBRA. Manage FMLA and Workers' Compensation programs, including return to work. Manage payroll and HRIS functions.
- Ensure that required employee trainings are completed in compliance with federal and state laws and regulations. Ensure documentation of all employee records including training attendance, vaccination status, performance reviews etc.
- Actively participate in the planning and execution of special events such as Gardens Aglow.
- Supervise the HR Assistant, which includes recruitment and selection, scheduling and job assignments, staff development and training, establishing performance goals, providing feedback, and managing performance and disciplinary issues as needed.
- Communicate and collaborate effectively, and build and maintain trusted relationships with staff, peers, key partners, and stakeholders.
- Manage employee issues with integrity, confidentiality, and professionalism. Advise leaders on how to resolve issues. Act as a thought-partner for leaders and a safe sounding board for staff.
- As a leader at the Gardens, promote and foster a culture of teamwork, cooperation, integrity, efficiency, diversity, inclusion, belonging, and respect throughout the Gardens with all employees, supervisors/managers, volunteers, visitors, and others.

### **Qualifications:**

- Demonstrated ability to build and maintain effective working relationships with a variety of people. Ability to perceive, understand, and synthesize differing perspectives and communicate in a manner to build consensus.
- Demonstrated facilitation and training skills.
- 5+ years of human resource leadership experience with progressive responsibility. Nonprofit experience is desirable.
- Experience being responsible for talent development, Inclusion, Diversity, Equity, and Access, and organizational culture within an organization.
- Experience working within a variety of disciplines of Human Resources: Benefits Administration and Management, Compliance, Compensation, EEO/Affirmative Action, Employee Relations and Investigations, Employment/Talent Management, HRIS, Health and Safety, Legal, and Organizational Development.
- BA/BS: a degree in human resources, labor relations, psychology, sociology, or related field is preferred. Additional experience with progressive responsibility may be substituted. MA/MS preferred.
- An understanding of business management and strategic planning.
- Proficient using Microsoft Office suite (i.e., Access, Excel and Word). Comfortable working with database, payroll and workforce management applications. Solid internet research skills.
- Knowledge of standard payroll practices and policies.
- Certification in the field is desired, e.g., PHR, SPHR, SHRM-CP, SHRM-SCP, HRMP, HRBP.

- Ability to act with integrity, professionalism, and confidentiality.

**Work schedule:** This is a full-time, year-round position, generally weekdays. Actual days and hours may vary according to the demands of the season or specific projects, including Gardens Aglow.

**Physical and environmental factors:** The work is performed primarily in an office setting with regular forays to other parts of the Gardens campus. Sufficient manual dexterity and visual acuity to operate a computer.

*This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances dictate (such as emergencies, changes in personnel, work load, rush jobs, or technological developments).*