

Sunset Empire Transportation District
Job Description

Human Resource Manager

Position Overview

The Human Resource (HR) Manager is a confidential position that will oversee the human resources and payroll of the District.

Reporting Relationships

The HR Manager reports to the Executive Director.

Typical Duties

1. Oversees all aspects of human resources for both SETD.
2. Facilitates the hiring process by posting openings in house, posting openings externally, accepting applications, setting interview appointments, conducting interviews with appropriate managers and checking references.
3. Responsible for getting background checks and fingerprints for all prospective new bus drivers.
4. Responsible for administration of the Drug and Alcohol Program including reports to the State and Federal agencies.
5. Responsible for new employee orientation.
6. Acts as liaison between employees and insurance company, keeping the employee informed of coverage held, coverage available and assisting with any insurance problems employees may encounter.
7. Responsible for maintaining all personnel files.
8. Responsible for maintaining all employee training files.
9. Responsible for notifying management and staff of impending employee evaluations.
10. Responsible for maintaining the sick leave, vacation, and retirement benefit logs for all employees.
11. Responsible for updating Job Descriptions and completing wage/benefit studies on an annual basis.
12. Responsible for conducting all internal investigations of harassment, including sexual harassment, bullying, retaliation and any other investigations delegated by the Executive Director.
13. Responsible for reconciling all SETD bank accounts for the Finance Officer.
14. Assists in the budget process.
15. Attends all leadership meetings and monthly Board meetings as needed.
16. Attends training classes as needed.
17. Other duties as required.

Qualifications

1. Education - High school Diploma or G.E.D., certificate or degree in Human Resources preferred.
2. Experience - Preferred 2 years of Human Resource related experience.
3. Experience in administration of and negotiating labor agreements preferred.
4. Proficient in Microsoft Office products.
5. Ability to exercise independent judgment.
6. This is a confidential position. Must be able to maintain confidentiality.
7. Ability to follow written and oral instructions.
8. Ability to handle multiple job assignments and work well under pressure.
9. Ability to lift 50 lbs.

Working Environment

The Human Resource/ Payroll Officer works primarily in an office environment.

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____