

Job Description

Human Relations Manager (E14)

Grade: **E14**

Reports To
(title): **Human Resources Director**

MAJOR FUNCTION / ROLE	General purpose of the job; major expected results.
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Administers the firm's Affirmative Action Program (AAP), ensuring compliance and support of its federal government contracts. Responds and cooperates with the Department of Labor in OFCCP audits. Responsible for other general HR reporting functions. Participates in committees and special projects as assigned.

JOB DUTIES	Typical duties and responsibilities of job.
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- Coordinates with AAP Consultant on the production of Affirmative Action Plans for Company locations with employee populations greater than 50 employees. Conducts a quality review of data reports and logs prior to transmission to consultant.
- Counsels and advises managers and supervisors on HR-related and government compliance issues. Manages employee-related counseling and outplacement counseling.
- Supervises the preparation of turnover reports and analyses and presents results to management. Responds to ad hoc requests for such data from boards, committees, or managers throughout the organization.
- In support of Affirmative Action, generates quarterly reports to managers on level of utilization of minorities and females, and progress on established goals.
- Responsible for timely preparation and submission of Federal Government reports such as EEO-1 and VETS-100, as well as documentation to various local government agencies for AAP recertification.
- Responds to and cooperates with the Department of Labor in OFCCP audits. Completes and submits Equal Opportunity surveys as requested by the OFCCP.
- Serves as the firm's EEO officer.
- Maintains awareness of the need for policy updates/revisions and presents to Director of Human Resources for approval. Updates Employee Handbook and other HR-related material as necessary. Responds to inquiries from HR staff regarding administration of employment laws and personnel policies and practices. Listens to employee concerns and channels accordingly. Participates in and provides input to the company's Diversity Advisory Committee.
- Reviews the new hire screening reports and advises Legal Department and managers of questionable hires.
- Oversees the reporting of exit questionnaire and post-exit questionnaire responses.
- Conducts research and responds to marketing personnel requests for statistical

information necessary in proposal preparation, as well as to manager requests for material to assist in effective presentations at public forums.

- Contributes to special projects related to areas of expertise as assigned.
- Performs such assignments and duties as the Supervisor may deem necessary from time to time.

SCOPE Aspects that help define or distinguish level of work and its importance to the organization.

COMPLEXITY (Variety or uniqueness of tasks; relative difficulty or importance of work performed; size of unit supported, etc.):

Work involves complex compilation, statistical analysis and reporting of company-wide personnel data that is presented to top management for their assessment and decision making, as well as to the Department of Labor in support of federal government contracts or in response to OFCCP audits.

DECISION-MAKING (Supervision received; independent judgment or initiative; consequence of error):

Working under general direction, consistently exercises independent judgment in the selection, evaluation and reporting of personnel data for Affirmative Action Plans and EEO reports, and the preparation of management reports which may have a serious impact on company operations and labor law compliance.

WORK DIRECTION GIVEN TO OTHERS (Titles and number of personnel; type of direction given):

Provides work direction to HR Coordinator(s) on the preparation of reports; may provide work instruction to support personnel.

INTERNAL CONTACTS (Required interaction/relationship with others within the organization):

Frequent interaction with technical and administration staff and management at all levels throughout the company, as well as other participants in committees.

EXTERNAL CONTACTS (Required interaction/relationship with others outside the organization):

Regular contact with government agency representatives. Occasional contact with HR professionals at other engineering firms to conduct surveys or compare practices.

MINIMUM REQUIREMENTS

EDUCATION AND EXPERIENCE

Bachelor's degree in Human Resources or related field. Seven years of experience in a combination of HR generalist and specialist functions.

SPECIAL SKILLS

Job requires knowledge of MS Word, Excel and Outlook as well as knowledge of/ability to learn HRMS software and related report writer. Excellent analytical ability, writing skills, detail orientation, and organization skills. Strong sense of

urgency, discretion and confidentiality. Solid interpersonal skills, with ability to communicate effectively both in person and over the phone.

PROFESSIONAL REGISTRATIONS

PHR preferred.

COMPETENCIES

General Competencies expected of all Professional and Managers are as follows:
Client Service, Commitment, Communication, Innovation & Continuous Improvement, Professionalism, Quality and Teamwork.

OTHER

Job requires ability to process paper/electronic documents and operate computer keyboard. Ability to work with minimum supervision under the pressure of heavy workload, interruptions, and frequent deadlines. Occasional travel may be required.

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