

Position Title: Human Resources Manager

Category/FLSA Status: Full-time, Exempt

Supervisor: Chief Executive Officer

Supervises: None

Position Summary:

The Human Resource Manager will lead and direct the routine functions of the Human Resources (HR) department including recruiting, screening and hiring staff, administration of compensation and benefits, driving employee engagement, talent and performance management processes, training and development, and ownership of company policies and practices. The HR Manager will also ensure that Girls Inc. of Metropolitan Dallas is providing appropriate responses in the areas of customer service, compliance, innovative programs, use of the HR system, and data management.

Primary Responsibilities and Duties:

- Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Provides support and guidance to managers on employee relations matters. May be required to administer and execute routine tasks such as providing reviewing and providing reasonable accommodations through an interactive ADA process, conducting and documenting investigations, documenting performance and/or conduct issues and assisting with terminations.
- Develop and monitor overall HR strategies, systems, tactics, procedures, and initiatives aligned with the overall business strategy across the organization.
- Report to management and provide decision support through HR metrics.
- Manages and conducts talent acquisition process, which includes recruitment, interviewing, and hiring of qualified job applicants. Collaborates with departmental managers to understand skills and competencies required for openings.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Administration of all areas of payroll from time collection to paycheck and W2 generation. Monitor policies, pay plans and taxation for compliance with taxing jurisdictions and Federal and State labor law.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Support current and future business needs through the development, engagement, motivation, and preservation of human capital.

- Help the entire team nurture a positive and high performing working environment.
- Oversee and manage a performance appraisal system that drives high performance.
- Performs other duties as assigned.

Minimum Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field.
- A minimum of five years of human resources experience.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
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Preferred Qualifications:

- SHRM-CP or SHRM-SCP highly desired.
- Notary Public designation

Physical Requirements and Work Environment:

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. While performing the duties of this job, the employee is regularly required to sit, stand or walk; use hands to finger, handle, or feel; reach with hands and arms; stoop or bend; and talk or hear. The employee must occasionally lift and/or move up to 50 lbs. Work is performed in an office or classroom setting. This person may be required to travel to various locations throughout Dallas County. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

Equal Employment Opportunity:

Girls Inc. of Metropolitan Dallas provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The agency complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.