



ALTHOUSE AND MEADE, INC.
BIOLOGICAL AND ENVIRONMENTAL SERVICES

JOB DESCRIPTION

Name		Job Title	Human Resources Manager		
Department	200	FLSA Classification	Exempt		
Grade		Reports To	Principal		
Location	Paso Robles	Supervises	NA		
			LynneDee Althouse		
HR Approval (Print)	Signature	Date	Manager Approval (Print)	Signature	Date

JOB SUMMARY

Manages the human resources department through the development, implementation, enforcement and maintenance of human resource policies, programs and best practices.

ESSENTIAL DUTIES

- Maintain compliance with federal and state employment laws
- Perform full-cycle recruiting utilizing internet job posting sites
- Maintain employee records, personnel files, training records, performance plans and job descriptions
- Identify, designs, implements and presents employee training programs
- Administer employee benefits, worker's compensation and retirement programs
- Analyze wage and salary data to determine competitive compensation plans
- Handle various employee relations issues including investigating, document and initiating disciplinary actions of employee complaints of discrimination and harassment
- Provide counsel to employees and supervisors in resolving work related issues
- Communicates policies and other information to employees
- Respond to employee inquiries regarding policies, benefits, payroll, etc
- Represent the company in employment related hearings and investigations
- Oversee new hire orientation
- Annually review labor laws and related employment policies to update the Employee Handbook when necessary.
- Responsible in making sure all staff and supervisors receive state mandated Harassment training
- Communicate with outside benefit organizations, 401(k) plan administrators and insurance agencies
- Participate in strategic planning with senior management.
- Develop management staff and provides coaching, as needed
- Manage and audits timesheets and performs bi-weekly payroll submission
- Process bi-weekly payroll
- Develop, implement and administer the company's safety and health programs
- Investigate accidents and prepare related reports for effective accident prevention
- Oversee and implement timely monthly safety minutes
- Periodic field visits to inform, audit, inspect and administer all safety topics and training
- Schedule annual safety training for all company staff
- Familiarity with safety programs a plus

NON-ESSENTIAL DUTIES

- Attend employee benefit meetings when required
- Support supervisors regarding employee incidents or issues
- Educate staff on 401k when broker is unavailable



Job Description – page 2
HR Manager

MINIMUM REQUIRED QUALIFICATIONS	
Education	Bachelor's degree in Human Resources Management, Business Administration, Organization Development or related field.
Experience	Minimum of five years progressively responsible Human Resources. Experience using an HRIS, preferably Paylocity Safety Program Familiarity a pls
Knowledge	Working knowledge of all key HR functions.
Skills	Intermediate level computer skills including strong knowledge of Office Suite. Excellent verbal and written communication skills, listening and presentation skills. Strong knowledge of federal and California employment law. Solid organizational and time management skills. Strong leadership skills. Strong payroll processing background and wage & hour policies.
Abilities	Ability to work independently and make sound judgement decisions
	Ability to establish credibility by providing expert consulting advice, being responsive, creating a culture of strong customer service, excellent teamwork, being accountable, proactive and ethical.
Licenses/Certifications	SPHR or PHR preferred.

WORKING ENVIRONMENT	
	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.
Physical Requirements	While performing the duties of the job, the employee is regularly required to sit; use hands to handle and feel; reach with arms; and talk or hear. The employee is required to stand and walk. The employee must frequently lift and/or move up to 50 lbs.
Mental Effort	Strong ability to listen and assess the situation for proper conclusion. Requires effective concentration.
Working Conditions	The work primarily takes place in an office but may involve being in the field on construction job sites to meet with employees and provide safety support.
Other	

This job description is not intended to be all inclusive all job duties and responsibilities. Althouse and Meade, Inc. reserves the right to revise this job description as it deems necessary. This job description does not constitute a written or implied contract of employment. Requirements are representative of minimum levels of knowledge, skills, and experience required. I acknowledge I have read and understand my responsibilities stated in this job description.

Employee Signature: _____

Date: _____