



**POSITION OPENING
HUMAN RESOURCE MANAGER**

Posted 12/13/2022

SPECIAL WORKING CONDITIONS: Non-seasonal, Full time, Exempt position; Full benefits package including Company sponsored Health, Dental & Life Insurance, FLEX spending account, participation in Utah Retirement Systems non-contributory pension plan, 401K, 457 & IRA investment options, 401K or 457 company match, 11 paid holidays, 1 paid personal day, FREE Recreation Center - Ultimate Family Membership, family discounts on programs and services. Typical work week schedule will be Monday – Friday during regular business hours, however some flexibility is a required dictated by organizational needs.

HIRING RANGE: \$63,865 - \$79,832 (dependent upon experience)

POSITION PURPOSE: To act as an Administrative Support Service Manager for Cottonwood Heights Parks and Recreation Service Area (CHPRSA). Responsible for efficiently completing all human resource related functions including but not limited to the maintenance of all personnel records, payroll records, workers compensation records, harassment records, hiring, onboarding and orienting new employees. Responsible for all HRIS related function, including maintenance, Manager trainings and support, software updates, and new software roll outs. Responsible for overseeing employee total rewards package, keeping employees informed and updated. Prepare, review, and update the Employee Policy and Procedure Manual, job descriptions, and maintain excellent communication with administration and employees.

QUALIFICATIONS:

- 4 year degree in related field with 2 years directly related to Human Resources **OR**
- High School graduate with 6 years employment directly related to Human Resources
- Approved Criminal Background Investigation
- Understanding of basic office procedures and related office and computer applications including QuickBooks, Microsoft Word, Microsoft Excel, and related Human Resource Information System (HRIS) software.
- Strong Knowledge of human resource and payroll functions.
- Strong Knowledge of policies regarding FLSA, EEOC, ADA, Worker's Compensation, and Family Medical Leave.
- Strong understanding of Federal/State Employment law.

SKILLS/ABILITIES:

- Exceptional human relations and communication abilities.
- Ability to pivot quickly and make appropriate decisions in stressful situations.
- Good math skills with regards to payroll and general mathematical problems.
- Good writing skills with regards to policies, reports, and documentation.
- Excellent organizational abilities and attention to detail.

RESPONSIBILITIES:

1. Responsible for coordinating the recruitment, hiring, and release of employees by communicating with department managers and following proper Service Area procedures and in accordance with state and federal guidelines by processing all required documentation.
2. Assumes responsibility for the maintenance of employee records by providing accurate and efficient record keeping.
3. Assumes responsibility for the effective and efficient performance of payroll functions.
4. Assumes responsibility as the Benefits Coordinator for Health, Dental, and Life Insurance, Utah Retirement Systems, Flex Spending, and any additional benefit plans.
5. Assumes responsibility for administering EEO (Equal Employee Opportunity) policies, Worker's Compensation claims, preparing annual OSHA reports, managing PPACA (Patient Protection Affordable Care Act) compliance and all other required employment law reporting.
6. Assumes responsibility as the Records Officer for the Service Area.
7. Assumes responsibility for the Employee Policy and Procedures Handbook and assist with the Facility Policies. Take an active role with the Safety Committee and assist with the Emergency Policy and Procedure Handbook.
8. Responsible for employees wearing the approved department uniforms by keeping an adequate supply of uniforms available to employees.
9. Assumes responsibility for establishing and maintaining effective communication and working relations with the Executive Director, Assistant Director, and all employees of the Service Area.
10. Assumes responsibility for providing employee incentive and recognition programs, assisting with employee activities, and related human resource services for employees
11. Assumes responsibility for establishing and maintaining good public relations with patrons and business contacts.

Email resumes to bhill@cottonwoodheights.com or drop off at the Administration Desk.

Open Until Filled