**Human Resources**

Human Resources provide quality HR support to all exempt and non-exempt associates in the company. Primary responsibilities include staffing, associate relations, personnel administration & community relations.

**Job Duties**

**Leading Through Vision And Values**

* **Communicates the importance of the vision and values -** Helps others understand the organization’s vision and values and their importance.
* **Moves others to action -** Translates the vision and values into day-to-day activities and behaviors; guides and motivates others to take actions that support the vision and values.
* **Models the vision and values -** Takes actions, makes decisions, and shapes team or group priorities to reflect the organization’s vision and values.
* **Rewards living the vision and values -** Recognizes and rewards associates whose actions support the organization’s vision and values.

**Communication**

* **Organizes the communication -** Clarifies purpose and importance; stresses major points; follows a logical sequence.
* **Maintains audience attention -** Keeps the audience engaged through use of techniques such as analogies, illustrations, humor, an appealing style, body language, and voice inflection.
* **Adjusts to the audience -** Frames messages in line with audience experience, background, and expectations; uses terms, examples, and analogies that are meaningful to the audience.
* **Ensures understanding -** Seeks input from audience; checks understanding; presents message in different ways to enhance understanding.
* **Actively listens** and responds to communication from others in an appropriate and timely manner, and communicates all pertinent information.
* **Encourages** positive communication among employees.

**Building Trust & Managing Conflict**

* **Operates with integrity -** Demonstrates honesty; keeps commitments; behaves in a consistent manner.
* **Discloses own positions -** Shares thoughts, feelings, and rationale so that others understand personal positions.
* **Remains open to ideas -** Listens to others and objectively consider others’ ideas and opinions, even when they conflict with one’s own.
* **Supports others -** Treats people with dignity, respect, and fairness; gives proper credit to others; stands up for deserving others and their ideas even in the face of resistance or challenge.
* **Opens discussions effectively -** Establishes a clear and compelling rationale for resolving the conflict.
* **Clarifies the current situation -** Collects information from relevant sources to understand the conflict.
* **Remains open to all sides -** Objectively views conflict situations from all sides.
* **Stays focused on resolution -** Stays focused on resolving the conflict and avoid personal issues and attacks.
* **Develops ideas -** Presents and seeks potential solutions or positive courses of action.
* **Initiates action -** Takes positive action to resolve the conflict in a way that addresses the issue, dissipates the conflict, and maintains the relationship.
* **Closes discussions with clear summaries -** Summarizes to ensure that all are aware of agreements and required actions.
* **Establishes S.M.A.R.T. goals** in line with company goals and values. Implements action plans with timelines with deliverables and measure results.
* **Builds relationships -** Learns the value of relationships and views building relationships as a critical success tool.

**Developing Others**

* **Collaboratively establishes development goals and plans -** Works with individuals to identify options for meeting development goals; explores environmental supports and barriers to development; jointly determines appropriate developmental activities.
* **Creates a learning environment -** Secures resources required to support development efforts; ensures that opportunities for development are available; offers assistance to help individuals overcome obstacles to learning.
* **Monitors progress -** Gives individuals’ specific feedback on their performance related to established goals; highlights key positive and negative performance issues; adjusts plans to ensure development.

**Facilitating Change**

* **Encourages boundary breaking -** Encourages associates to question established work processes or assumptions; challenges associates to ask “why” until underlying cause is discovered; involves stakeholders in continuous improvement actions and alternatives.
* **Values sound approaches -** Consistently remains open to ideas offered by others; supports and uses good ideas to solve problems or address issues.
* **Rewards change -** Recognizes and rewards associates who make useful changes.
* **Addresses change resistance -** Helps individuals overcome resistance to change; shows empathy with people who feel loss as a result of change**.**
* **Manages complexity and contradictions -** Minimizes complexities, contradictions, and paradoxes or reduce their impact; clarifies direction and smoothes the process of change.

**Building Strategic Working Relationships**

* **Seeks opportunities -** Proactively builds effective working relationships with internal and external resources to ensure a full Talent pipeline.
* **Clarifies the current situation -** Probes for and provides information to clarify situations.
* **Develops ideas -** Seeks and expands on original ideas, enhances others’ ideas, and contributes own ideas about the issues at hand.
* **Uses key principles -** Establishes good interpersonal relationships by helping people feel valued, appreciated, and included in discussions (enhances self-esteem, empathizes, involves, discloses, supports).

**Technical/Professional Knowledge And Skills**

* **Monitors** documents and ensures compliance with human resources policies and procedures.
* **Represents** company culture, history, benefits, and positions to all candidates considering employment.
* **Manages** workers’ compensation program/cases.
* **Ensures** the workplace is a safe environment to work in for all associates.
* **Develops and administers** company policies and procedures.
* **Ensures** legal compliance by monitoring and implementing applicable human resource, federal, and state requirements.

**Quality Orientation**

* **Follows procedures -** Accurately and carefully follows established procedures for completing work tasks.
* **Ensures high-quality output –** Oversees personal and team job processes, tasks, and work products to ensure freedom from errors, omissions, or defects.
* **Takes action -** Initiates action to correct quality problems and notifies others of quality issues as appropriate.

**Perform other duties as assigned. Adhere to the rules and regulations as set forth in the Employee Handbook.**

**Job Requirements**

* **Education:** 
  + High School Diploma or equivalent required (Bachelor’s Degree in Human Resources preferred)
* **Experience:** 
  + Minimum of 3 years Human Resources experience
  + Knowledge of local, state, and federal labor regulations
* **Skills:**
  + Effective written and oral communication skills necessary to communicate with customers
  + Strong organizational and communication skills
  + Analytical ability necessary to gather and interpret data and develop, recommend and implement solutions.