

1. **Job Description:** Perform all duties pertaining to Human Resources in a small company environment.
2. **Reports to:** Director of Operations
3. **General Responsibilities:** The basic functions of the Human Resources Manager: attract effective employees, fosters communication with all employees, promotes consistency with company procedures, and ensures the company maintains competitive wage scales, maintain employee records, handle employee benefits, process payroll and all supporting tax documents.
4. **General Authority:** Delegated authority to handle and resolve personnel issues related to salary administration, employee evaluations, and employee relations, overall authority to take any reasonable action necessary to carry out the responsibilities of the position, which is consistent with guidelines as established by the Controller, authority to hire, fire discipline and terminate employees pending the approval of the President.
5. **Physical Requirements:** While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is frequently required to stand, walk, reach with arms and hands occasionally climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.
6. **Competencies:** Ability to provide guidance to management to maintain and improve employee morale, customer service and individual performance, extensive knowledge of human resources, Ability and knowledge to listen and ascertain needs of employees and balance them with corporate requirements and needs Items on this list will be verified or demonstrated through satisfactory completion of the defined probationary period (ref: TDI Company Policy Manual HR-AP-01 Section 205)
7. **Other desired traits:** Bachelor of Arts Degree in Personnel, Business Administration or equivalent experience. Minimum of 2-years management experience in Human Resource. Significant additional experience can substitute for some educational achievement.