



Unified Vailsburg Services Organization

JOB DESCRIPTION

Position: HR Manager
Department: Administration
Reports To: Chief Operations Officer
Salary: Full-Time Compensation and Benefits Package

UVSO is seeking an HR Manager to join and lead our Human Resources department.

A successful candidate will help shape our employer brand strategy, be proficient with HR technology, and have a strong grasp on state level and national law related to human resources. Ultimately, you will ensure UVSO attracts, hires, develops and retains qualified employees.

Essential Functions

- Set objectives for the HR team and track progress
- Design and implement company policies that promote a healthy work environment.
- Develop compensation and benefits plans.
- Support and suggest improvements to the entire recruitment process.
- Discuss employees' career development paths with managers.
- Monitor HR metrics (e.g. turnover rates and cost-per-hire)
- Organize learning and development programs.
- Ensure HR staff addresses employees' requests and grievances in a timely manner.
- Maintain HR procedures that comply with state and national labor regulations.
- Plan, monitor, and appraise HR activities by scheduling management conferences, resolving employee grievances, training managers in how to coach and discipline, and counseling employees and supervisors
- Champion the onboarding process by ensuring that it's high-quality and up to date, and provide clarity and connection for employees so their roles serve the overall business vision
- Maintain management guidelines by preparing, updating, and recommending human-resources policies and procedures.

Additional Duties

- Host in-house recruitment events.
- Manage two HR team members
- Provide assistance to officials, staff, visitors, and other employees as necessary

Minimum Skills & Qualifications

- BS degree in Human Resources Management or Organizational Psychology
- Exceptional communication and interpersonal skills and an ethical mindset
- Ability to foster healthy employee relations
- Adept at problem-solving and conflict resolution
- Handle confidential matters with discretion
- Three or more years of experience in human resources or employee recruitment
- New Jersey driver license is required

Preferred Qualifications

- MS degree in Human Resources or relevant certification is a plus

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.