



Founded 1973

Old bricks

Faith in people

Preserving community

Clinton Housing Development Company

HUMAN RESOURCES MANAGER

NATURE OF WORK

Human Resources Manager is responsible for the administration and support of Human Resources activities including, but not limited to: record-keeping and file maintenance, employee recruitment and hiring, paid time off tracking, payroll, employee engagement, performance evaluations and ensuring that the company is in full compliance with all Federal, State and Local labor laws.

RESPONSIBILITIES

Recruitment

- Complete on-line process for new employees and coordinate background checks.
- Create and maintain new-hire personnel files including offer letters.
- Place & monitor all job postings (internal/external) and tracking cost of advertisements.
- Ensuring all employment listings are accurate and up to date.
- Provide unemployment/employment verifications.
- Update organizational chart.
- Coordinate and facilitate new employee orientation.

Training/Orientation

- Ensure all employee licenses and certificates are up-to-date.
- Identify training opportunities for existing employees and assist Department Directors with implementation.
- Coordinate orientations for new employees.

Salary & Benefits Administration

- Ensure accuracy of earnings and deductions related to hours paid, insurance benefits, direct deposit, etc.
- Manage employee benefits such as health and dental insurance, retirement plan contributions (403B), workers compensation, paid time off, FMLA and short and long-term disability (STD/LTD).
- Coordinate annual open enrollment for health/dental insurance.
- Review and process benefit-related monthly billings; resolve discrepancies, as needed.
- Complete reports for management, as requested.
- Monitor salary structures and benefits.

Employee Relations

- Manage employee relations with Department Directors including disciplinary actions, terminations and resolving disputes.
- Advise Department Directors on organizational policy matters such as Equal Employment Opportunity laws.
- Manage employee relations with Department Directors including disciplinary actions, terminations and resolving disputes.
- Monitor organizational practices and recommend needed changes.

403 West 40th Street New York, New York 10018

Phone: 212. 967. 1644 Fax: 212. 967. 1649

File Management and Regulatory Compliance

- Maintain Human Resources Information System records.
- Maintain compliance with federal, state and local employment regulations.
- Conduct annual salary surveys and work with Director of Operations & Comptroller on salary budget.

MINIMUM QUALIFICATIONS

Education and Experience

Bachelor's degree or related educational experience

3-5 years direct Human Resource Management experience

Knowledge, Abilities and Skills

- Strong customer service orientation and positive approach in handling challenging issues.
- Proficiency with HR software and MS Office.
- Knowledge of general HR principles, payroll practices and applicable government regulations.
- Strong professional communication and writing skills required

SUPERVISION RECEIVED

Director of Operations

SUPERVISION EXERCISED

None

SALARY RANGE

\$60,000-\$65,000