

**Port Ludlow Associates**  
**POSITION DESCRIPTION**

<b>FLSA:</b>	Exempt
<b>POSITION TITLE:</b>	Human Resources Manager
<b>DIVISION/DEPARTMENT:</b>	Accounting
<b>REPORTS TO (TITLE):</b>	Controller. Dotted line reporting to the President
<b>SUPERVISES:</b>	N/A
<b>DATE (Revised):</b>	January 2012

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**BASIC FUNCTION:** The Human Resources Manager directs and coordinates all duties related to Human Resources; recruiting, employee benefits, wage and salary, job evaluations, personnel counseling, employee relations and the creation and implementation of formalized training programs for all personnel.

**QUALIFICATIONS: EDUCATION, KNOWLEDGE, TRAINING, & WORK EXPERIENCE**

- ❖ High School diploma or equivalent.
- ❖ Four-year college degree in a related field or a combination of training and experience.
- ❖ Professional certification, PHR or SPHR preferred.
- ❖ Strong organizational skills required.
- ❖ Excellent communication and interpersonal skills.
- ❖ Ability to work under pressure.
- ❖ Ability to handle sensitive/confidential matters.
- ❖ Ability to prioritize.
- ❖ Computer literacy/hands on experience.

**ESSENTIAL FUNCTIONS:**

1. Assists top management in the formulation of personnel policies.
2. Direct employment activities, ensuring that qualified employees are recruited for the property. Ensure the selection and interviewing process is within guidelines set by the EEOC. Coordinate all employment activities for management candidates.
3. Direct promotion, transfer and separation of staff.
4. Develop programs, policies, procedures and controls and other personnel statistics.
5. Coordinate health and benefit program.
6. Develop the wage and salary program; ensuring wages are competitive to other industry related properties in the area.
7. Monitor and evaluate employee orientation program.
8. Develop and implement formalized training programs for all personnel.
9. Conduct research into other industry related Human Resource programs and activities and recommend changes and/or innovations where desirable.
10. Maintain and update necessary personnel records and employees.

11. Conduct management training and advise management of labor law issues. Ensure management is compliance with all current state and federal labor laws.
12. Oversee preparation of reports required by government agencies, such as EEOC, Department of Labor, OSHA and similar compliance agencies.
13. Monitor Workers Compensation programs, ensuring claims and reports are submitted in a timely basis.
14. Supervise employee communication program; including publication of employee newsletter and job postings.
15. Responsible for employee incentive related events and awards, planning of social functions, end of season parties and holiday events.
16. Establish "Open Door Policy" with employees to ensure the atmosphere is one of management involvement.
17. Direct recruiting efforts by advertising in newspapers and other media, contracting local organizations, other community sources and academic and professional schools; establishing contact with key personnel throughout the industry; and utilizing other personal contracts.
18. Aids Supervisors in evaluating existing personnel as a basis for rewarding, analyzing promotion possibilities, helping to correct errors in performance, and discovering talent and unused abilities.
19. Administers the Company's social benefit program, including but not limited to the Mission/Vision/Value program, the bulletin boards and recreational and other social programs.
20. Continually assesses employee morale by analyzing absenteeism and turnover records, lateness and resignations; by conducting exit interviews; and by interviewing employees periodically in order to ascertain possible trouble areas.
21. Process new employees, set up new employees in the payroll system, ensuring a copy of all pertinent information is on file for each person.
22. Process payroll hours for each employee from the approved department hours report.
23. Prepare month end balance sheet reconciliations for payroll accounts
24. Prepare monthly and quarterly reports for benefit plans.

**MARGINAL FUNCTIONS:**

1. Uphold the company's mission/vision/values.

**ENVIRONMENT:**

Indoor office environment with comfortable ventilation.

**POSITION ANALYSIS/SPECIFICATIONS**

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting				X
Standing		X		
Walking		X		
Bending Over		X		
Crawling	X			
Reaching		X		
Crouching		X		
Kneeling		X		
Balancing		X		
Pushing/Pulling		X		
Lifting/Carrying		X		
10lbs or less		X		
11lbs to 25lbs		X		
26lbs to 50lbs	X			
51lbs to 75lbs	X			
76lbs to 100lbs	X			
Over 100lbs	X			
Manual Dexterity			X	
Fine Motor Skills			X	
Gross Motor Skills			X	
Eye/Hand Coord.			X	
Near Vision			X	
Far Vision			X	
Color Recognition			X	
Hearing			X	

**ENVIRONMENTAL FACTORS**

	<i>YES</i>	<i>NO</i>
Working Outside		X
Working Inside	X	
Working Alone	X	
Working Closely With Others	X	
Excessive Cold/Heat		X
Excessive Humidity/Dampness		X
Noise/Vibrations		X
Working Above Ground	X	
Working Below Ground		X
Working with Chemicals/Detergents/Cleaners		X
Working Around Fumes/Smoke/Gas		X
Walking on Uneven Surfaces		X
Motorized Equipment or Vehicles		X
Working Around Machinery/Motorized Equip.	X	
Climbing on Scaffolds or ladders		X

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The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

I have read the above Position Guidelines and Position Analysis/Specifications and testify that I am able to perform the essential job functions for this position.

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**NAME**

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**DATE**