

Human Resources Manager Oregon Tilth

Job Description

Purpose: The Human Resources (HR) Manager is responsible for the management of all human resources functions, including staff recruitment, hiring and initial training, compensation and benefits, employee relations and professional development. The HR Manager provides support to supervisors and staff, ensures internal policies and practices are compliant with all legal requirements and is an advocate for continuous improvement of the organization's HR functions through the lens of diversity, equity, and inclusion (DEI). This position works with the Payroll and Benefits Specialist and the Operations Director, and reports directly to the Executive Director.

The duties of the HR Manager cover the following areas.

A. Human Resource Strategic Planning

1. Lead the development of HR goals, objectives and systems that align with the organization's mission; promote a healthy organizational culture; and meet the needs of the organization.
2. Manage and participate in meetings, special projects and/or teams to advance Oregon Tilth's culture in areas such as performance management, leadership development and cohesion, and DEI initiatives.
3. Review and make recommendations to executive management for improvement of the organization's policies, procedures and practices on personnel matters.
4. Assist executive management in the annual review, preparation and implementation of competitive payroll practices and benefits package.
5. Manage financial aspects of the HR Department, including purchasing, budgeting and budget review.

B. Administration

1. Plan, organize, implement and manage HR functions for the organization.
2. Maintain responsibility for organization's compliance with federal, state and local legislation pertaining to all personnel matters.
3. Maintain up-to-date personnel files for all staff.
4. Update the Oregon Tilth Personnel Manual and Oregon Tilth Supervisor Manual as needed.
5. Maintain current organization charts and the employee directory.

C. Professional Development and Training:

1. Guide and assist supervisors with goal-setting, process improvement, and performance management, including accountability and documentation of performance issues, for their staff.
2. Coordinate quarterly supervisor/staff check-ins and annual staff evaluation process.
3. Oversee and lead professional development programming for staff
4. Connect supervisors and staff with external training opportunities that serve organizational needs and staff's professional development goals.
5. Oversee and coordinate all-staff mandatory trainings.

D. New Staff Hiring and Onboarding

1. Oversee the process of recruiting, interviewing, hiring and onboarding new staff to ensure consistency and provide support to supervisors and departments.
2. Provide resources and support to new employees and their supervisors prior to and during the first 90 days of employment or a new role.
3. Coordinate interview committees and determine key skills and experience desired in the new employee.

E. Employee Relations

1. Actively communicate and build relationships with all staff to develop a positive organizational culture and promote employee engagement.
2. Serve as a resource for staff by interpreting and administering personnel policy.
3. Provide a neutral and confidential environment for staff to share grievances and concerns.
4. Provide resources for employee conflict resolution and mediation.
5. Escalate personnel issues and grievances as appropriate and per Oregon Tilth's Personnel Manual.
6. Consult with legal counsel as appropriate, or as directed by the Executive Director, on personnel matters.
7. Manage long-term staff leave (e.g. FMLA) and coordinate with the employee's supervisor.
8. Conduct and document exit interviews with departing staff, and provide feedback summaries to supervisors and executive team.

F. Supervision

1. Supervise staff as assigned.

Job Specification

Full-time, exempt position

Part-time telecommute optional with supervisor approval

The qualifications for the job of Human Resource Manager include the following:

A. Education and Experience

1. Education: Minimum requirement of Bachelor's Degree in relevant field; advanced degree preferred (i.e. Master's, MBA, JD)
2. Experience: five (5) or more years of experience in human resources, people management, recruiting and hiring, leadership or other similar fields.
3. Preferred experience in DEI best practices and implementation of DEI policies.

B. Computer Skills

1. Email and Internet
2. Basic Microsoft Office
3. Database systems

C. Skills

1. Communication
2. Delegation
3. Organization
4. Writing
5. Detail oriented
6. Multi-tasking

D. Specific Skills and Abilities

1. Requires high-level exercise of discretion and judgment
2. Customarily and regularly exercises authority to make decisions of significance
3. Ability to work as member of a team and interface with all branches of the organization