

Human Resource Manager

Statement of Duties

Incumbent in this position is responsible for administering and managing the corporation's human resource department, programs and services, including recruitment, selection, employee relations, benefits administration, wellness, training and compliance with applicable federal and state laws and regulations; performs all other related work as required.

Position Functions

The essential functions and duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

Essential Functions

- Supervises all payroll processing and related activities, including the training of staff (where applicable) and preparation of payroll, statements and reports; assists in the development of new payroll procedures.
- Administers the Human Resource plans and procedures for all corporate personnel; including performance management, personnel policies and procedures; wellness management programs; workers' compensation; benefit and insurance programs and the maintenance of personnel records.
- Maintains the Human Resources Information System; records and compiles reports as required; oversees time and attendance record keeping; maintains the employee handbook and policies manual.
- Coordinates, implements and provides corporate-wide consultation on benefits, policies and procedural information; performs benefit administration
- Processes short-term disability, workers' compensation claims and FMLA requests; maintains associated personnel and compliance records.
- Manages corporate recruitment: including posting, interviewing, employee on-boarding and orientation. Manages the exit interview process
- Manages intern program in conjunction with RI Commerce management staff, state intern office and academic institutions.
- Prepares government reports related to EEO and other compliance requirements.

Key Competencies

- Ability to interact and present information in a clear and concise manner.
- Ability to conduct independent research, analyze data and interpret results.
- Excellent computer skills, particularly software programs such as spreadsheets, database management and word processing
- Ability to complete tasks in an accurate, efficient and timely manner
- Demonstrate project management and communication skills
- High aptitude for written communication and organizing skills

Qualifications

A candidate for this position should have a bachelor's degree in, Business or related field, a minimum of five (5) to seven (7) years of progressively responsible experience in human resource and project management.

Classification

Regular Full Time – 37.5 Hours per Week

Salary / Exempt

Reports to

CFO

The Rhode Island Commerce Corporation (the 'Corporation') is an Equal Opportunity Employer. The Corporation does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by applicable law. All employment is decided based on qualifications, merit, and business need. The Corporation will not tolerate discrimination or harassment based on any of these characteristics.

To be considered for this position, please apply at:

<https://secure.yourpayrollhr.com/ta/co8056.careers?ApplyToJob=688419330>