

KELLER LABORATORIES, INC.

POSITION DESCRIPTION

Title: Human Resources Manager

Department: Human Resources

FLSA Status: Salaried

Function: To provide guidance and management in the five major areas of Human Resources: (1) compliance; (2) human capital development—capacity, competency and productivity; (3) workplace environment; (4) team member services and (5) team member advocate. These efforts integrated through individuals responsible for payroll and benefits and recruiting.

Management Methodology: Our focus is to actively develop team members through a process of coaching, teaching and guiding. Keller's expectations are very high for its team members and personal accountability is a major factor in their empowerment. This style of management will create an environment for greater professional development of our team members.

Primary Responsibilities and Essential Functions of the Position:

1. Oversee and manage the role of recruiting, such process to include advertising, screening interviews, testing, referral of top candidates to hiring manager, offer, pre-employment requirements and orientation.
2. Participate in the execution of the selection process, when necessary.
3. Manage and provide guidance to the benefits/payroll position, working to develop consistency and cohesiveness within the department, as well as the message that goes to the team in a manner that best serves all team members.
4. Manage and provide guidance to the HR assistant position, working to ensure tasks are performed accurately and efficiently.
5. Management responsibilities include hiring, firing, coaching, counseling, disciplinary actions and regular performance reviews that will aide in the professional development of the team.
6. Participate in the development of necessary systems that affect the final product to the customer insofar as they relate to areas of HR and training. (i.e., Keller Product/Profit Consistency System™.)
7. Schedule and conduct exit interviews with team members providing notice of termination. Assess patterns in comments shared and suggest areas of concern for management to address as noted.
8. Provide coaching, counseling and input to team members at all levels regarding various human resources issues.
9. Investigate and address any team member concerns, when necessary.
10. Guide managers through the progressive discipline process, when necessary. Assist in writing, reviewing and approving written warnings and suspension documents.
11. Respond to all unemployment claims and represent Keller in any unemployment hearings.
12. Monitor the performance management system company-wide. Assess and review completed appraisals, noting areas of concern for possible coaching/counseling opportunities.
13. Assess compatibility and availability of various products that will provide information about or solutions to business issues of interest to Keller, (i.e., employment testing, training materials).
14. Facilitate selected training programs as determined by the organization, when necessary.
15. Provide necessary training and guidance to affected personnel regarding laws and other changes integral to the employment relationship.
16. Conduct new team member orientation.
17. Participate in and advise managers during annual compensation review process. Review recommended compensation packages and/or increases to ensure internal and external equity.
18. Create and maintain the HR budget.
19. Lead the Keller Activities Committee and coordinate various ongoing social or Keller activities as necessary.
20. Other duties as assigned.

Skills and Abilities Required:

1. High level of oral and written communication skills work with all levels within the organization.
2. Ability to listen and assess situations, providing solutions to employment problems.
3. Basic computer skills, including understanding of Microsoft Office products and Outlook.
4. Comfortable speaking in front of groups of people.

Minimum Education and Experience Required:

1. B.S. degree in Business or associated field, with 5-7 years experience in HR employment activities.
Equivalent experience may be substituted for degree. PHR Certification or Master's Degree preferred.
2. Experience applying supervisory skills with 2-4 years of direct supervision of others.

I have been given a copy of my job description and understand its contents.

Team Member Signature

Date