



Florence Fuller Child Development Center Job Description

Title: Human Resources Manager

Hours: Full Time/Exempt

Reports to: CEO/ CFO

Mission Statement: Making a difference through education for economically challenged children and families to build a positive future in our community

Vision Statement: Striving for excellence as a progressive Child and Family Center, while being the catalyst for change that positively impacts our community

Core Values: Compassion, Critical Thinking, Dignity, Excellence, Flexibility, Honesty, Mutual Respect, Promotes Harmony, Takes Initiative, Team Player, Trust

Education/Experience:

Bachelor's Degree Preferred, 5 years' experience and knowledge of HR laws, rules and procedures. Experience with payroll procedures and able to support the payroll specialist. Combination of education, training and work experience required. Must be computer literate in Microsoft Word and Excel. Must have a high level of professionalism, confidentiality, accountability, attention to detail and strong recruiting skills.

Certificates, Licenses, Registrations:

None required.

Language Skills:

Must have the ability to read, analyze, and interpret professional journals or technical procedures written in English, the ability to type reports and business correspondence in English, and the ability to effectively communicate in English.

Description:

This position is responsible for all HR duties at Florence Fuller Child Development Centers. Responsibilities for all employee relations to include but are not limited to advertising and recruiting for new positions, completing all necessary documentation (to include obtaining finger prints, background screenings, reference letters, drug test results etc.) for new hire files and maintaining files accurately and completely on an ongoing basis. This position is responsible to keep job descriptions accurate and current and ensure that employee evaluations are performed by supervisors after the first 30, 60 and 90 days of employment and annually thereafter. Is responsible to inform all employees of benefits and provide on-boarding of new employees, initial orientation and oversee that initial training is done by their supervisor. Is available to all employees for issues related to employee benefits and/or employee hardships and is responsible for all staff terminations both voluntary and involuntary, providing employees with information on their 401 (K), COBRA and final pay arrangements. Supervision of bi-weekly payroll.

Creating and maintaining employee handbook. Policies and Procedures related to employment and personal responsibilities.

Responsibilities:

HUMAN RESOURCES RESPONSIBILITIES:

- **Process all New Hires:**

- At the initial meeting, have prospective employee fill out the FFCDC application and Affidavit of Good Moral Character Form. Give instructions about physicals, drug tests, live scan (federal background check) and local screening (Palm Beach County background check). Research minimum of three character references and confirm previous employment. Compile all results and notify the prospective employees' supervisor that the candidate meets the requirements to be hired. The HR representative contacts the prospective employee to extend a job offer and sets up the hire date. At that time, instructions are given to the prospect to bring proper identification, their social security card, and a check from their bank account that has been marked void.
- Prior to hire date, ensure that telephone, email, and office, classroom or workspace is prepared.
- On the hire date, ensure the following forms are filled out:
 - Employee Acknowledgement Form - acknowledges receipt of employee handbook and consents to comply with information contained in the handbook.
 - Child Abuse and Neglect Form - acknowledges receipt of booklet and consents to abide by guidelines.
 - Attachment G - Background Screening, Employment History
 - I-9 (attach photocopy of driver's license and social security card or other forms listed on I-9 Guidelines)
 - Personal Information Form
 - On boards employee with PEO.
 - Set up tickler file for 30, 60, 90 day evaluation notices to be sent to supervisor
 - On boarding and new hire set up with IT and Director of Operations
 - Conduct new employee orientation, to include policies and procedures, vacation policy, personal time off, and hand off to supervisor for further training

- **Maintain employee files** - make sure all required job descriptions, screenings, trainings, evaluations, change of address, status, disciplinary actions etc. are up-to-date. (Note: Employee personnel files are to be set up in accordance with guidelines from the Palm Beach Health Department and Nonprofits First.) Employee changes must be noted in Child Plus and sent to the PEO for their update.

- **Benefit Package- Plan Administrator:**

- At completion of 60 days employment, explain benefit package to new employee. Offer opportunity to enroll in various insurances, i.e.: medical, dental, life

Review other benefits: vacation policy, personal time off, etc.

Enroll employee in all insurance selections.

Prepare various census files upon request

- Coordinate all annual open enrollments for health, dental and supplemental insurance
Update accounts on line.
- 401k - after one year of employment, offer opportunity to employee to enroll.
Have employee fill out necessary paperwork and demonstrate usage of 401k provider's website.

- **Conflict resolution** - be non-partisan when listening to employee, but resolve problem or enlist help from appropriate individuals: supervisor, CEO, Board.

- **Ongoing training.** Attend seminars, workshops, and webinars regarding HR and ensure that all staff are receiving required training and all training certificates are in employee files.
- Oversee Payroll processing bi-weekly under supervision of CFO.
- Act as Liaison to Staff committees, Communicate meeting times, requests and schedule meetings. Take minutes, distribute minutes and all documents and materials
- Conduct or organize ongoing staff trainings on pertinent topics
- Organize staff functions
- Update Employee Handbook and Policies & Procedures Manual as needed
- Create, maintain and update employee orientation
- Conduct exit interviews
- Update wage comparability study annually
- Perform other duties as requested.

I have read and agree to this job Description:

Employee

Date

CEO

Date