

## **Personnel Manager/Director**

### **SUMMARY:**

Develops policy and directs and coordinates human resources activities, such as employment, compensation, labor relations, benefits, training, and employee services.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Works with Divisional and Departmental managers to prepare personnel forecasts in order to project employment needs and compensation budgets.
- Writes directives advising department managers of organization's policy regarding employment, compensation, and employee benefits, as well as the organization's responsibility under the Fair Labor Standards Act, Workman's Compensation, Occupational Health and Safety Act, Americans With Disabilities Act, and other Federal, State, and local regulation respecting employment and employment practices.
- Consults legal counsel to ensure that policies comply with federal and state law and to obtain advice and guidance on employment issues originating from individual work situations or work environment. Uses advice and guidance to assist supervisors to appropriately address employment situations.
- Studies legislation, arbitration decisions, and collective bargaining contracts to assess industry trends. Represents management in negotiating collective bargaining agreements.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)