



City Brewing Company, LLC

JOB DESCRIPTION

Job Title: Human Resources Manager
Department: Human Resources
Reports to: Vice President, Human Resources
Job Band: B5

Prepared By: Bob Jones
Prepared Date: October 26, 2020
Approved By:
Revision Date:

POSITION SUMMARY

The Human Resources Manager manages all aspects of the Human Resources function at the plant level. The Human Resources Manager ensures that HR programs, policies and procedures support the overall business objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, develop, organize, implement, direct, and evaluate the organization’s employee relations program that consists of equitable human resource policies and practices. The incumbent will translate the strategic and tactical business plans into HR strategic and operational plans. Provides technical advice and knowledge to other business unit leaders with regards to human relations. Example: These programs may include progressive discipline, leave, FMLA and attendance, OSHA, workers’ compensation. Following initial development, the incumbent will keep abreast of changing laws, regulations and guidelines to ensure ongoing compliance. These laws include state employment law, EEOC, Family Medical Leave Act, state unemployment and workers’ compensation law, the Fair Labor Standards Act, ADA, HIPAA, OSHA Code of Federal Regulations, Affirmative Action/EEO and ERISA.
- Responsible for the staffing process to include recruitment, screening and interviewing, job offers and new employee orientation. Review and revise recruitment processes as needed, measure and analyze turnover rates, and manage retention initiatives. Assist with determining appropriate staffing levels in coordination with operations managers.
- Guide employee training efforts at all levels. Work closely with department managers to evaluate, design and improve training procedures as needed.
- Ensure accuracy of all Human Resources records and maintain compliance with record keeping and retention policies.
- Represent Company at personnel hearings related to UI, Work Comp, Union Contracts, etc...
- The incumbent will be responsible for developing and managing team members while establishing key strategies with a 3-5 year outlook. Responsibilities include maximizing team talent, setting goals and performance standards, assessing performance, and sourcing and selecting a competent, diverse workforce while encouraging an inclusive work environment.

This position description is intended to guide the activities of the Human Resources Manager. It is not intended to limit the thinking and creativity of the person to the work of this function, nor is it intended to describe all the work that may be required of the person in this position.

DIRECT REPORTS

HR Generalist
Training Manager

HR Coordinator (2)
Payroll Coordinator (2)

Receptionist

Safety Manager

Provide the total number of employees in the entire organization who are subordinate to this position.

Salaried: 6 Office Hourly: 5 Plant Hourly: 0

QUALIFICATIONS

- Bachelor's Degree in Human Resources or related discipline. Additional professional, related certifications preferred.
- Strong generalist background, preferably in a manufacturing environment.
- Working knowledge of state and federal employment law and regulations required.
- A demonstrated customer service orientation.
- Excellent verbal and written communication skills.
- Must be able to handle a number of assignments and responsibilities while managing interruptions and changing priorities (multi-task)
- Proficient in Microsoft Office software (Word, Excel, Outlook)
- Effective analytical, problem solving, administrative and organizational skills.
- Must be willing to perform tasks listed in other pay grade job descriptions as required.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle (or feel) objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision requirements: in close vision and the ability to adjust focus.

Employee Signature

Date