

Position Title

Human Resource Manager

Date Prepared

January 20, 1995

Revised: May 4, 1999

Department

Human Resources

Location

Brainerd

Reports to: Vice President of Operations**I Position Purpose**

- Responsible for planning, organizing, directing, and controlling Human Resources in conformance with established company policy, law and governmental regulatory agencies as approved by the company president.
- Overall responsible to ensure: adherence to adequate and proper personnel policies, with the highest possible quality of workforce.
- Ensures the "open door" policy is effective, and that benefit programs are competitive and reasonable.

II Budget Dimensions

- Operate department with consciousness of costs related to benefits, training, testing and expenditures.

III Primary Functions: Duties, Responsibilities & Expectations

- Works closely with accounting to ensure accuracy.
- Responsible for personnel records, maintaining files and documenting pertinent information together with related reports.
- Prepares monthly report on employee count and status.
- Formulates and administers personnel and administrative policies for the President's approval.
- Recruits, interviews and guides the employment of the highest quality workforce.
- Conducts pre-employment testing for potential applicants.
- Schedules and participates in interview process.
- Conducts color blindness testing.
- Makes job offer and coordinates pre-employment drug test.
- Coordinates and conducts orientation of new employee.
- Monitors and administers benefit programs.
- Interacts with benefit providers; 401k, health insurance, workers comp., etc.
- Completes yearly 401k census and 5500 form for health.
- Oversees and/or approves changes of status of personnel (shift, department, rate changes, etc.) to assure adherence to the appropriate labor agreement.
- Investigates, answers and represents management with government regulatory agencies such as OSHA, EEOC, Wage and Hour, NLRB and various local agencies.
- Works closely with management on employee issues and disputes.
- Reviews, evaluates and implements policies, wage schedules and programs for operations in coordination with other affected management.
- Coordinates yearly performance evaluations due each February.
- Advertises available positions in local newspapers and other cities within the printing industry.

- Posts job openings at the proper place in the plant.
- Notifies local technical colleges of openings.
- Attend job or career fairs.
- Updates and distributes employee handbook and other guidelines on safety, work rules, policies, etc., when necessary.
- Responsible for employee development programs and other training.
- Completes Affirmative Action, Semi-Annual Compliance Report for the Department of Human Rights, State of Minnesota.
- Facilitates monthly Safety Committee Meeting and monitors plant safety.
- Reports incidents to workers compensation insurer. Monitors claims and employee return to work.
- Organizes of the annual Christmas Party, barbecues, and potlucks.
- Creates and distributes monthly company newsletter.
- Performs other duties as requested.

IV Communication

External Contacts

- * Applicants
- * Job Service, Newspapers, Temporary Agencies, Technical Colleges
- * Workman's Compensation
- * Department of Human Rights
- * H&A Administrators
- * ADP Retirement Services

Internal Contacts

- * VP of Operations/Executive VP/President exchange
- * Managers
- * Office & Production Employees

Nature or Purpose

- * Testing, interviews, rejections
- * Recruitment
- * Claims Management
- * Affirmative Action Compliance
- * Health Care/Cobra Administration
- * 401k Administration

Nature or Purpose

- * Direction, feedback, information
- * Information exchange ,recruitment, employee relations, documentation
- * Information Exchange, Employee relations

V Problem Solving

- Provide support for all employees ensuring all conflicts are handled within Company policy.
- Provide resources and guidance for managers

VI Education and Experience

- Degree in Human Resources or equivalent experience
- Excellent Communication and Interpersonal Skills
- Computer Experience Required
- Leadership Tendencies
- Excellent Troubleshooting Skills

VII Travel/Physical Exertion

- Travel to seminars, job fairs or training; may include overnight stay.

VII Other Information

- Detail Oriented
- Strong Analytical & Organizational Skills
- Able to Work Independently
- Self-Motivated

Employee Signature _____ **Date**