

# Housing Authority of the City of East St. Louis

## Job Description

---

**Job Title:** Human Resources Manager

**Reports To:** Executive Director

**Salary:** \$50,000.00 – 55,920.00 (Exempt)

### **Position Description:**

The Human Resources Manager guides and manages the overall provision of Human Resources services, policies, and programs for ESLHA, a small to mid-sized agency. The Human Resources Manager is responsible for the development of processes and metrics that support the achievement of the organization's business goals.

### **ESSENTIAL DUTIES:**

- Recruiting and staffing;
- Organizational departmental planning;
- Performance management and improvement systems
- Organization development;
- Employment and compliance to regulatory concerns regarding employees;
- Employee onboarding, development, needs assessment, and training;
- Policy development;
- Employee relations;
- Compensation and benefits administration;
- Employee safety, welfare, wellness and health;
- Employee services and counseling;
- Performs special assignments as needed, or as requested, by senior staff.
- Payroll/Time and Attendance

### **ESSENTIAL RESPONSIBILITIES:**

- Health and safety of the workforce.
- Development of a superior workforce.
- Development of the Human Resources department.
- Development of an employee-oriented company culture that emphasizes quality, continuous improvement, key employment retention and development, and high performance.

**Development of the Human Resources Department:**

- Oversees the implementation of Human Resources programs and identifies opportunities for improvement and resolves problems.
- Oversees and manages the work of reporting Human Resources staff. Encourages the ongoing development of the Human Resources staff.
- Develops and monitors an annual budget that includes Human Resources services, employee recognition, and benefits administration.
- Selects and supervises Human Resources consultants, training specialists, and coordinates company use of insurance brokers, insurance carriers, pension administrators, and other outside sources.
- Conducts a continuing study of all Human Resources policies, programs, and practices to keep management informed of new developments.
- Establishes Human Resources departmental measurements that support the ESLHA strategic goals.
- Manages the preparation and maintenance of such reports as are necessary to carry out the functions of the department. Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment.
- Participates in executive, management, and company staff meetings and attends other meetings and seminars.

### **Human Resources Information Systems (HRIS)**

- Manages the development and maintenance of the Human Resources sections of both the company website, particularly recruiting, culture, and company information; and the employee Intranet, wikis, newsletters, and so forth.
- Utilizes the HRIS system to eliminate administrative tasks, empower employees, and meet the other needs of the organization.

### **Training and Development**

- Coordinates all Human Resources training programs.
- Provides necessary education and materials to managers and employees including workshops, manuals, human resource policy, and standardized reports.
- Leads the implementation of the performance management system that includes performance development plans (PDPs) and employee development programs.
- Establishes an in-house employee training system that addresses company training needs including training needs assessment, new employee onboarding, management development, production cross-training, the measurement of training impact, and training transfers.
- Assists managers with the selection and contracting of external training programs and consultants.
- Assists with the development of and monitors the spending of the corporate training budget. Maintains employee training records.

## **Compensation**

- Establishes the company wage and salary structure, pay policies, and oversees the variable pay systems within the company including bonuses and raises.
- Leads competitive market research to establish pay practices and pay bands that help to recruit and retain superior staff.
- Monitors all pay practices and systems for effectiveness and cost containment.
- Leads participation in at least one salary survey per year. Monitors best practices in compensation and benefits through research and up-to-date information on available products.

## **Benefits**

- With the assistance of the Executive Director, obtains cost effective employee serving benefits; monitors national benefits environment for options and cost savings.
- Leads the development of benefit orientations and other benefits training for employees and their families.
- Recommends changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.

## **Law**

- Leads company compliance with all existing governmental and labor legal and government reporting requirements including any related to the Equal Employment Opportunity (EEO), the American With Disabilities Act (ADA) the Family and Medical Leave Act, Employee Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, the Occupational Safety and Health Administration (OSHA), and so forth. Maintains minimal company exposure to lawsuits.
- Protects the interests of employees and the company in accordance with company Human Resources policies and governmental laws and regulations. Minimizes risk.

## **Payroll/Time and Attendance**

- Directly administer and perform payroll and time and attendance for each pay cycle.
- Utilize Tenmast and Qqest software for time clock management and payroll processing. Ensure employees and supervisors work in the system properly.
- Process payroll in a timely manner for each pay cycle.
- Prepare accounting journal entry for each pay cycle.
- Prepare and transmit payroll tax payment for each pay cycle.

## **Education and Experience Required for the Human Resources Manager Job**

- Minimum of a Bachelor's degree or equivalent in Human Resources, Business, or Organization Development.
- A minimum of five (5) years of progressive leadership experience in Human Resources positions.
- Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations, preferred.
- Active affiliation with appropriate Human Resources networks and organizations and ongoing community involvement, preferred.
- Possess ongoing affiliations with leaders in successful companies and organizations that practice effective Human Resources Management.

### Other Requirements:

- Must pass a pre-employment drug screen.
- Must be able to pass a background check.

### Submit Resume:

- [eslha-hr@eslha.org](mailto:eslha-hr@eslha.org) or online at: [www.eslha.org](http://www.eslha.org)

***East St. Louis Housing Authority is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.***