1926 FM 54

Littlefield, TX 79339

(616) 837—7641

**Job Title: HR MANAGER**

**Department:** Administration

**Reports to:** **Direct**: President/General Manager

 **Indirect**: Vice President, Human Resources – Select Milk Producers (Corp)

**FLSA Status:** Exempt

**POSITION SUMMARY:**

The HR Manager will be an integral part of the management team at Continental Dairy Facilities Southwest. In this role, the HR Manager is expected to drive and implement HR initiatives to increase organizational effectiveness, build capability and talent, and lead strategy and tactics to positively impact overall business performance and HR metrics.

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 **RESPONSIBILITIES:**

* Partners with the facility leadership team to understand and execute the organization’s HR and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
* Responsible for execution of career development efforts, people planning, performance management, and organizational design. Provides expert guidance and consultation to management in coaching, assessment, and compensation processes.
* Provides day-to-day support and guidance to leaders regarding complex, specialized, and sensitive employee relations questions and issues. Required to navigate delicate circumstances, interpreting situational data and applying in-depth knowledge of applicable laws, using common sense and reasoning.
* Conducts thorough investigations and makes recommendations as appropriate regarding issues of disputes, grievances, misconduct, and policy infractions.
* Manages the talent acquisition process, which includes recruitment, interviewing, and hiring of qualified job applicants for all roles. Collaborates with leaders to understand skills and competencies required for open positions.
* Ensures positive employee relations by proactive employee communication, prompt issue resolution and fair and equitable treatment. This includes support of local and company-wide programs to promote employee good will and positive morale.
* Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
* Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
* Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
* Conducts effective onboarding and new employee orientation to communicate the vison and culture of the company.
* Implements programs and initiatives that are responsive to the needs of the facility and guarantees close integration with overall company policy. Monitors program efficiency and develops reporting procedures and other methods to measure success and revises processes and procedures as necessary to improve program effectiveness.
* Identifies opportunities and recommends changes to increase performance, reduce cost, and positively impact metrics through analytical approaches, including the tracking of key data and analyzing trends.
* Identifies key training needs and develops plans and timelines for design and delivery.
* Leads, facilitates, and drives the change management process within the group.
* Other responsibilities as assigned.

**REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:**

* Demonstrated knowledge and experience in employee relations, recruitment and selection, benefits, compensation, employment law, investigations as well as policy and procedure interpretation.
* Ability to communicate effectively with others across levels and functions while working on multiple tasks in a matrixed organization.
* Ability to make decisions based on all relevant information and build recommendations and solves problems, based on this data; may use spreadsheets, performance indicators, or other tools to analyze the data.
* Ability to build and effectively manage interpersonal relationships at all levels of the company and work collaboratively with all departments, management levels within the company.
* Must be computer savvy and knowledgeable of HR systems for recruiting, benefits, payroll, etc.
* Must be adept at problem-solving, including being able to identify issues and resolve programs in a timely manner
* Must possess strong interpersonal skills
* Must be able to communicate clearly, both written and orally, as to communicate with employees, members of the HR management team, and in group presentations and meetings
* Must be able to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information
* Must be able to prioritize and plan work activities as to use time efficiently
* Must be organized, accurate, thorough, and able to monitor work for quality
* Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback
* Knowledge and understanding of federal and state employment and labor laws, regulations, procedures, and standards.
* Excellent active listening, negotiation and presentation skills
* Ability of budgeting cost estimating, and fiscal management principles and procedures.
* Exceptional organization skills
* Flexible, comfortable with change and with ambiguity
* Proficiency using Microsoft Office Suite.

**REQUIRED EDUCATION / CERTIFICATION / EXPERIENCE:**

* Bachelor's degree in Business Management or Human Resources
* At least 3 years of HR leadership experience or similar combination of education and experience directly related to the duties and responsibilities specified.
* PHR or SPHR required.
* HCM and HRIS system implementation experience highly desired