



Human Resources Manager

Job Title:	Human Resources Manager
Department:	Administration (01)
Job Classification:	Full-Time, Exempt Position
Job Relationships:	Reports to Chief Financial and Administrative Officer

The Human Resources Manager is responsible for delivering a full range of Human Resources (HR) services supporting NOCO Humane, an organization with 120 employees and three work locations. The position, working closely with the CFAO has responsibility for talent acquisition, benefits administration, employee performance management (including initiatives supporting employee engagement and retention), compensation, payroll support and compliance oversight. The role supervises the HR specialist and provides additional support to the CEO, CFAO, Controller and the Leadership Team as needed.

Major Duties and Responsibilities

- **Talent Acquisition**
 - Administers recruiting practices to provide qualified candidates to fill vacant positions.
 - Works with hiring managers to maintain accurate job descriptions and effective recruiting plans.
 - Works with job boards and 3rd parties (e.g. Indeed) to maximize the effectiveness of our job outreach and external postings.
 - Oversees screening of applicants, interviewing, and on-boarding processes.
 - Serves as an effective advocate for NOCO Humane as an employer of choice within the community.
- **Employee Performance Management**
 - Administers HR policies/practices that promote employee engagement and retention.
 - Works closely with CFAO in identifying and implementing programs which attract and retain employees while providing the necessary support for the organization.
 - Assists with the implementation of both traditional and non-traditional HR strategies to promote retention, appreciation and growth for staff members.
 - Coordinates annual employee performance evaluation process.
 - Provides advice, counsel, and coaching to managers and supervisors, particularly in dealing with sensitive issues around performance, conflict resolution and leave management.
 - Partners with CEO and CFAO on compensation strategies.
 - Provides a structured HR training program for managers and supervisors.
 - Maintains Employee Handbook.

- **Benefits Administration**
 - Assists CFAO/CEO in selection of Healthcare Insurance providers and plans.
 - Serves as the primary resource to employees regarding benefits questions/concerns.
 - Oversees annual open enrollment process.
- **HRIS Support/Administration**
 - Oversees the maintenance of the HRIS system and provides the Controller with standardized and accurate tracking information on new hires, terminations, leaves, compensation changes, job/position changes, benefits elections, and all pay related data.
- **Employment Policy & Compliance**
 - Ensures that our HR policies effectively support the needs of NOCO Humane and are fully compliant with Federal, State and local requirements.
 - Delivers effective training programs to assist above.
 - Conducts investigations as necessary.
- **Other**
 - Maintains confidentiality, uses good judgement and professionalism in all interactions.
 - Fosters positive employee relations and models professional conduct in this regard.
 - Demonstrates ability to meet deadlines, prioritize effectively and keep composure under pressure.
 - Other duties as assigned

Job Qualifications

Education/Experience:

Bachelor's degree in human resources, business management, business administration or a related field; or equivalent applicable experience. 5+ years in HR. PHR or PHR-CA preferred. Experience with Paycom (or other HRIS system) desired. Excellent oral, written and interpersonal communication required. Experience supervising staff desired.

Knowledge/Skills/Abilities:

- General knowledge of principles and practices of HR Administration
- Excellent verbal and written communication and presentation skills
- Excellent interpersonal communication skills, including ability to resolve disputes, negotiate conflicts and protect confidentiality
- Ability to operate effectively as a thoughtful, considerate and collaborative team member/ colleague.
- Strong Project management skills
- Knowledge of FMLA, Workers Compensation and ADA administration required. Familiarity with Colorado employment law, including FAMLI, a plus
- Ability to use a PC and widely used software packages (e.g. Excel, MS word, HRIS database...)
- Must have emotional intelligence, integrity and a strong work ethic
- Strong Advocate for Animal Welfare.

Working Conditions:

Work Environment: Office setting primarily at Larimer campus. 1-2 days per week at the Weld campus. Able to work a flexible schedule on occasion with evenings and weekends as needed in accordance with business needs.

Exposure to animals (primarily personal pets); Potential exposure to zoonotic diseases, animal bites and scratches. Limited exposure to high noise levels (when in kennels); Work may be performed outdoors on occasion with exposure to all weather conditions.

Physical Activities: Able to sit, perform computer work, stand, bend, squat, walk, read and talk for up to eight hours or more a day with breaks; frequent lifting and carrying of up to 35 pounds without assistance and more with assistance. Drives on behalf of the organization.

Other: Must be at least 21 years of age (required for insurance purposes); Valid Colorado Driver's License and insurable driving record. Must have and maintain proof of required Colorado driving insurance.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

We are an equal opportunity employer. Benefits include medical, dental, vision, supplemental accident insurance, matching 403b retirement plan, paid time off, paid holidays and more.

NOCO Humane conducts background checks, DMV checks and requires drug testing of all employment candidates.