



HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL

47 Rainbow Drive
Hilo, Hawaii 96720-2013
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JOB POSTING

POSITION TITLE: Human Resource Manager
(Entry Level Human Resource Clerk to Human Resource Manager)
REPORTS TO: Fiscal Officer/Executive Director
JOB LOCATION: Hilo Central Administration
FLSA: Non- Exempt- Full Time 1.0 FTE

ACCOUNTABILITY: This position reports directly to the Executive Director. Responsible for a wide range of functions that are necessary to support the functioning of the organization. Considering Entry Level Human Resource Clerk to Human Resource Manager.

ESSENTIAL JOB FUNCTIONS: *(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.)*

1. Maintain human resource systems and procedures
2. Consult legal counsel to ensure that policies comply with the federal and state laws
3. Manage and maintain all human resource duties and relations to include: a computerized referral system
4. Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids designing and conducting educational programs on benefit programs
5. Personnel files and its maintenance
6. Personnel action form processing
7. Statutory benefits processing (unemployment, workers compensation, and temporary disability claims)
8. Develop and maintain all human resource related forms for Organization
9. New hire orientation processing
10. Safety compliance requirements and trainings
11. Maintains the work structure by updating job requirements and job descriptions for all positions
12. Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions
13. Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings
14. Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures
15. Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records
16. Maintains professional and technical knowledge by attending educations workshops; reviewing professional publications; establishing personal networks; participating in professional societies

17. Coordinates organizations recruiting, testing, and interviewing program; conducting and analyzing exit interviews; recommending changes
18. Investigates accidents and prepares reports for insurance carrier, coordinates safety committee and acts as Safety Director.
19. Keeps records of benefit plan participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews and terminations, and employee statistics for government reporting.
20. Represents organization at personnel related hearings and investigations

WORKING CONDITIONS:

Mostly in an office environment. Requires regular attendance to established work schedule and may be required to work variable hours and variable days.

EQUIPMENT USE:

This position requires the use of office equipment which includes a computer and ten key calculators by touch.

MENTAL DEMANDS:

Duties require frequent multi-tasking, attention to detail, composition skills, mathematical abilities, conceptualization, and expressing or exchanging ideas and ability to use sound judgement when dealing with others.

PHYSICAL DEMANDS:

Duties require periods of prolonged sitting at a computer. While performing the duties of this job, the employee is regularly required to sit, use hands to figure, handle, or feel, reach with hands and arms, talk to hear. The employee is occasionally required to sit and walk. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job includes close vision, distance vision, depth perception, and ability to adjust focus.

COMMUNICATIONS:

Duties require frequent communication inside and outside the agency using considerable tact, persuasion and discretion. Ability to relate to and communicate effectively with staff and vendors.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of general office equipment and accounting procedures processes and practices
- Standard office practices and procedures
- Skills in use of general office equipment and software applications. Excel, Word, e-mail, and related PC software systems
- Ability to work cooperatively as an effective team member of HCEOC.
- Ability to respond effectively to most sensitive inquires or complaints.
- Human Resources laws, rules and regulations
- Communicate effectively orally and in writing

MINIMUM QUALIFICATIONS:

- A combination of education and experience substantially equivalent to graduation from an accredited college or university with an associate's degree
- Two (2) years of experience with human resource duties and management
- Must possess a valid driver's license with no restrictions or serious violations
- Provide a driving abstract prior to hire and updated annually

If you are interested in applying for this position, please submit your resume to Human Resources, at H.C.E.O.C., 47 Rainbow Drive, Hilo, HI 96720 or email a resume to hceochrclerk@hceoc.net

Closing date for this recruitment will be Friday June 15, 2018 12:00 noon.