



Human Resources

Human Resources provide quality HR support to all exempt and non-exempt associates in the company. Primary responsibilities include staffing, associate relations, personnel administration & community relations.

Job Duties:

Leading Through Vision And Values

- Communicates the importance of the vision and values - Helps others understand the organization's vision and values and their importance.
- Moves others to action - Translates the vision and values into day-to-day activities and behaviors; guides and motivates others to take actions that support the vision and values.
- Models the vision and values - Takes actions, makes decisions, and shapes team or group priorities to reflect the organization's vision and values.
- Rewards living the vision and values - Recognizes and rewards associates whose actions support the organization's vision and values.

Communication

- Organizes the communication - Clarifies purpose and importance; stresses major points; follows a logical sequence.
- Maintains audience attention - Keeps the audience engaged through use of techniques such as analogies, illustrations, humor, an appealing style, body language, and voice inflection.
- Adjusts to the audience - Frames messages in line with audience experience, background, and expectations; uses terms, examples, and analogies that are meaningful to the audience.
- Ensures understanding - Seeks input from audience; checks understanding; presents message in different ways to enhance understanding.
- Actively listens and responds to communication from others in an appropriate and timely manner, and communicates all pertinent information.
- Encourages positive communication among employees.

Building Trust & Managing Conflict

- Operates with integrity - Demonstrates honesty; keeps commitments; behaves in a consistent manner.
- Discloses own positions - Shares thoughts, feelings, and rationale so that others understand personal positions.
- Remains open to ideas - Listens to others and objectively consider others' ideas and opinions, even when they conflict with one's own.



- Supports others - Treats people with dignity, respect, and fair-ness; gives proper credit to others; stands up for deserving others and their ideas even in the face of resistance or challenge.
- Opens discussions effectively - Establishes a clear and compelling rationale for resolving the conflict.
- Clarifies the current situation - Collects information from relevant sources to understand the conflict.
- Remains open to all sides - Objectively views conflict situations from all sides.
- Stays focused on resolution - Stays focused on resolving the conflict and avoid personal issues and attacks.
- Develops ideas - Presents and seeks potential solutions or positive courses of action.
- Initiates action - Takes positive action to resolve the conflict in a way that addresses the issue, dissipates the conflict, and maintains the relationship.
- Closes discussions with clear summaries - Summarizes to ensure that all are aware of agreements and required actions.
- Establishes S.M.A.R.T. goals in line with company goals and values. Implements action plans with timelines with deliverables and measure results.
- Builds relationships – Learns the value of relationships and views building relationships as a critical success tool.

Developing Others

- Collaboratively establishes development goals and plans - Works with individuals to identify options for meeting development goals; explores environmental supports and barriers to development; jointly determines appropriate developmental activities.
- Creates a learning environment - Secures resources required to support development efforts; ensures that opportunities for development are available; offers assistance to help individuals overcome obstacles to learning.
- Monitors progress - Gives individuals' specific feedback on their performance related to established goals; highlights key positive and negative performance issues; adjusts plans to ensure development.

Facilitating Change

- Encourages boundary breaking - Encourages associates to constructively question established work processes or assumptions; challenges associates to ask “why” until underlying cause is discovered; involves stakeholders in continuous improvement actions and alternatives.
- Values sound approaches - Remains open to ideas offered by others; supports and uses good ideas to solve problems or address issues.
- Rewards change - Recognizes and rewards associates who make useful changes.



- Addresses change resistance - Helps individuals overcome resistance to change; shows empathy with people who feel loss as a result of change.
- Manages complexity and contradictions - Minimizes complexities, contradictions, and paradoxes or reduces their impact; clarifies direction and smooths the process of change.
- Building Strategic Working Relationships
- Seeks opportunities - Proactively builds effective working relationships with internal and external resources to ensure a full Talent pipeline.
- Clarifies the current situation - Probes for and provides information to clarify situations.
- Develops ideas - Seeks and expands on original ideas, enhances others' ideas, and contributes own ideas about the issues at hand.
- Uses key principles - Establishes good interpersonal relationships by helping people feel valued, appreciated, and included in discussions.

Technical/Professional Knowledge And Skills

- Monitors documents and ensures compliance with human re-sources policies and procedures.
- Represents Company culture, history, benefits, and positions to all candidates considering employment.
- Manages workers' compensation program/cases.
- Ensures the work-place is a safe environment to work in for all associates.
- Develops and administers company policies and procedures.
- Ensures legal compliance by monitoring and implementing applicable human resource, federal, and state requirements.

Quality Orientation

- Follows procedures - Accurately and carefully follows established procedures for completing work tasks.
- Ensures high-quality output – Oversees personal and team job processes, tasks, and work products to ensure freedom from errors, omissions, or defects.
- Takes action - Initiates action to correct quality problems and notifies others of quality issues as appropriate.

Perform other duties as assigned. Adhere to the rules and regulations as set forth in the Employee Handbook.

Job Requirements:

- Education: High School Diploma or equivalent required; Bachelor's Degree in Human Resources preferred.
- Experience: Minimum of 3 years Human Resources experience. Knowledge of local, state, and federal labor regulations.





- Skills: Effective written and oral communication skills necessary to communicate with all levels of organizations associates. Strong leadership, administrative, organizational, managerial, and communication skills. Analytical ability necessary to gather and interpret data and develop, recommend and implement solutions. Knowledge of and skilled in the use of personal computers.