

Appendix G

SAMPLE HR-RELATED JOB DESCRIPTIONS

Sample Job Description for Human Resource Manager

Identification Section:				
Position Title: Human Resource Manager				
Department: Human Resources			EEOC Class: O/M	
Reports to: President			FLSA Status: Exempt	
General Summary: Directs HR activities of the firm to ensure compliance with laws and policies, and assists President with overall HR planning				
Essential Job Functions:				
1. Manages compensation and benefits programs for all employees, resolves compensation and benefits questions from employees, and negotiates with benefits carriers (20%)				
2. Ensures compliance with both internal policies and applicable state and federal regulations and laws, including EEO, OSHA, and FLSA (20%)				
3. Identifies HR planning issues and suggested approaches to President and other senior managers (15%)				
4. Assists managers and supervisors to create, plan, and conduct training and various development programs for new and existing employees (15%)				
5. Recruits candidates for employment over telephone and in person. Interviews and selects internal and external candidates for open positions (10%)				
6. Reviews and updates job descriptions, assisted by department supervisors, and coordinates performance appraisal process to ensure timely reviews are completed for all employees (10%)				
7. Administers various HR policies and procedures and helps managers resolve employee performance and policy issues (10%)				
8. Performs other duties as needed and directed by President				
Knowledge, Skills, and Abilities:				
<ul style="list-style-type: none"> • Knowledge of HR policies, HR practices, and HR-related laws and regulations • Knowledge of company products and services and policies and procedures • Knowledge of management principles and practices • Skill in operating equipment, such as personal computer, software, and IT systems • Skill in oral and written communication • Ability to communicate with employees and various business contacts in a professional and courteous manner • Ability to organize multiple work assignments and establish priorities • Ability to negotiate with others and resolve conflicts, particularly in sensitive situations • Ability to pay close attention to detail and to ensure accuracy of reports and data • Ability to make sound decisions using available information while maintaining confidentiality • Ability to create a team environment and sustain employee commitment 				
Education and Experience: Bachelor's degree in HR management or equivalent, plus 3–5 years' experience				
Physical Requirements:				
	Percentage of Work Time Spent on Activity			
	0%–24%	25%–49%	50%–74%	75%–100%
<i>Seeing</i> Must be able to read computer screen and various reports				X
<i>Hearing</i> Must be able to hear well enough to communicate with employees and others				X
<i>Standing/walking</i>	X			
<i>Climbing/stooping/kneeling</i>	X			
<i>Lifting/pulling/pushing</i>	X			
<i>Fingering/grasping/feeling:</i> Must be able to write, type, and use phone system				X
Working Conditions: Good working conditions with the absence of disagreeable conditions				
Note: The statements herein are intended to describe the general nature and level of work performed by employees, but are not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.				

Sample Job Description for Compensation Manager

Job Title: Compensation Manager

Supervisor's Title: Vice President of Human Resources

Department: Human Resources

JOB CODE: _____

GRADE: _____

FLSA STATUS: Exempt _____

EEOC CLASS: O/M _____

General Summary: Responsible for the design and administration of all cash compensation programs, ensures proper consideration of the relationship of compensation to performance of each employee, and provides consultation on compensation administration to managers and supervisors

Essential Duties and Responsibilities:

1. Prepares and maintains job descriptions for all jobs and periodically reviews and updates them. Responds to questions from employees and supervisors regarding job descriptions (25%)
2. Ensures that Company compensation rates are in line with pay structures. Obtains or conducts pay surveys as necessary and presents recommendations on pay structures on an annual basis (20%)
3. Develops and administers the performance appraisal program and monitors the use of the performance appraisal instruments to ensure the integrity of the system and its proper use (20%)
4. Directs the job evaluation process by coordinating committee activities and resolves disputes over job values. Conducts initial evaluation of new jobs prior to hiring and assigns jobs to pay ranges (15%)
5. Researches and provides recommendations on executive compensation issues. Assists in the development and oversees the administration of all annual bonus payments for senior managers and executives (15%)
6. Coordinates the development of an integrated HR information system and interfaces with the Management Information Systems Department to achieve departmental goals for information needs (5%)
7. Performs related duties as assigned or as the situation dictates

Required Knowledge, Skills, and Abilities:

1. Knowledge of compensation and HR management practices and approaches
2. Knowledge of effective job analysis methods and survey development and interpretation practices and principles
3. Knowledge of performance management program design and administration
4. Knowledge of federal and state wage and hour regulations
5. Skill in writing job descriptions, memorandums, letters, and proposals
6. Skill in use of word processing, spreadsheet, and database software
7. Ability to make presentations to groups on compensation policies and practices
8. Ability to plan and prioritize work

Education and Experience: Equivalent of a college degree in Business Administration, Psychology, or related field plus 3–5 years experience in HR management, 2–3 of which should include compensation administration experience. An advanced degree in Industrial Psychology, Business Administration, or HR Management preferred, but not required.

Physical Requirements:	Rarely (0%–12%)	Occasionally (12%–33%)	Frequently (34%–66%)	Regularly (67%–100%)
<i>Seeing:</i> Must be able to read reports and use computer				X
<i>Hearing:</i> Must be able to hear well enough to communicate with coworkers				X
<i>Standing/walking</i>	X			
<i>Climbing/stooping/kneeling</i>	X			
<i>Lifting/pulling/pushing</i>	X			
<i>Fingering/grasping/feeling:</i> Must be able to write, type, and use phone system				X

Working Conditions: Normal office working conditions with the absence of disagreeable elements

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.