Job Description

Job Title: Human Resources/Safety Manager
Department: (029) Administration
Location: (40) Insteel Wire Products, Gallatin, TN
Reports to: General Manager
FLSA Status: Exempt

SUMMARY
Plans and administers policies relating to all phases of human resources activity by performing the following duties personally or through subordinate assistants. Works daily to ensure assigned areas of responsibility are working at risk lowered to ALARA specifically in an effort to achieve ZERO HARM.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:
Carry out responsibilities in accordance with the organization’s policies and applicable laws.
Other duties may be assigned.

Strategy & Policy Development: (15%)
- Creates HR strategy.
- Assists in the development and implementation of plant policies and procedures.
- Leads and assists in organization change efforts.

Generalist HR: (15%)
- Coaches management/supervisors on various employee and policy issues.
- Assists Team Leaders in counseling employees and providing feedback.
- Identifies legal requirements and government reporting regulations affecting HR functions and ensures policies, procedures and reporting are in compliance.
- Prepares separation notices and related documentation and conducts exit interviews to determine reasons behind separations.
- Administers the performance review program to ensure effectiveness, compliance, and equity within the facility.
- Maintains awareness of wages/benefits in market area.

Recruiting: (15%)
- Identifies and pursues potential recruiting resources.
- Manages the hiring process of recruiting, interviewing and screening applicants; making recommendations to hiring manager.
- Establishes processes and procedures for applicant processing.

Orientation: (5%)
- Manages the orientation process to:
  - Obtain information for HR/PR systems.
  - Inform new employees of company policies and procedures.
• Foster positive attitude toward company goals.

**Employee Relations/Union: (5%)**
• Interacts regularly with employees to maintain open communication.
• Maintains awareness of union activity and represents management in union matters/negotiations.

**Payroll Administration: (4%)**
• Manages payroll process.
• Provides timely and accurate responses to SOX requirements.

**Benefits Administration: (4%)**
• Manages benefits administration.
• Manages recordkeeping of files maintaining compliance with company, state and federal regulations.

**Industrial Health/Safety: (4%)**
• Investigates accidents and coordinates safety training.
• Prepares documentation for company, insurance carriers and governmental agencies.

**Unemployment and Workers Compensation: (5%)**
• Represents Management at unemployment hearings.
• Assists Safety Administrator as needed in representing Management at Workers Compensation hearings.

**Training: (15%)**
• Oversees orientation training to new hires.
• Facilitates training teams.
• Participates in the development of training programs.
• Attends annual seminars regarding labor law updates.
• Conducts and/or schedules labor law training.

**Community Involvement: (4%)**
• Represents the Company in community involvement such as Chamber of Commerce, schools, job fairs, etc.

**Reports: (4%)**
• HR staffing, compensation and other reports as indicated in specific areas of responsibility.

**Committees (Member or Facilitator): (5%)**
• Quality Council/Steering Committee
• Hiring Team
• Compensation Design Team
• Employee Activities
• Employee Correction Action Team/Attendance Team
• Safety Committee
SUPERVISORY RESPONSIBILITIES
Carry out supervisory responsibilities in accordance with the organization’s policies and applicable laws.
Indirectly supervises/coaches management on various employee and policy issues. Responsibilities include interviewing, hiring and training employees; planning, assigning, checking and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; costs; operation methods; establishing standards of performance; maintaining quality standards; interpreting/shaping policy; and carrying out established policy.

QUALIFICATIONS
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, skill and/or ability required.

EDUCATION and EXPERIENCE
The education and experience requirements listed here indicate the minimum basic educational knowledge and minimum previous work-related experience required by the job duties of the position.

Education:
Extensive professional, technical or administrative training (Bachelor’s Degree); broad knowledge of Human Resources and Business Management.

Experience:
A minimum of 3 years work-related experience is required, including working knowledge of Microsoft Word, Excel and Outlook.

An equivalent combination of education and work-related experience may be acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS
Membership in Local Personnel Association

COMPLEXITY OF DUTIES
Duties require considerable judgment to work independently toward general results, to devise new or modify and adapt existing methods, techniques and procedures to meet new or unusual requirements and to make related decisions guided by precedent and with the limits of established policies.

CONFIDENTIAL DATA
Works with some confidential data which, if disclosed, may be detrimental to the company’s interests.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Continuously (70-100%):
Talk or hear (normal or corrected)
Frequently (30-70%):
Walk and move around
Stand
Sit

Occasionally (Up to 30%):
Bend, stoop, kneel, crouch or crawl
Reach overhead with hands and arms
Stretch
Rotate body from a sitting or standing position
Use hands to feel, touch, grasp or grip tools, objects or handles
Perform repetitive movements
Lift, carry, push or pull up to 25 pounds

Vision requirements of this job include:
Constant observation
Near acuity
Far acuity
Frequent change of focus

The use of mechanical controls includes:
Buttons
Knobs
Levers

EQUIPMENT USED
Continuously (70-100%):
Computer

Frequently (30-70%):
Calculator
Routine office equipment such as telephone, fax, copier, printer, etc.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is responsible for minimizing accidents within the facility and for following established safety policies and procedures during performance of this job.

Good working conditions

Occasionally (Up to 30%):
Cold
Heat (non-weather)
Wet or humid conditions
Slippery floors, ramps, etc.
Very loud noise
Outside weather
Dust
Dirt
Moving/dangerous machinery
Electrical shock hazard
Travel

REQUIRED PROTECTIVE CLOTHING/DEVICES
Occasionally (Up to 30%):
Earplugs
Safety goggles/glasses
Safety shoes
Hard hat