Job Description

Job Title: Human Resources/Safety Manager
Department: (029) Administration
Location: (72) Insteel Wire Products, Hazle Township, PA
Reports to: General Manager
FLSA Status: Exempt

SUMMARY
Plans and administers policies relating to all phases of human resources and safety 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.

Generalist HR: (20%)
- 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.

Industrial Health/Safety: (12%)
- Assists Supervisors as needed in accident investigation and safety training ZERO HARM.
- Prepares documentation for company, insurance carriers and governmental agencies.
- Ensures facility safety compliance with all applicable local, state, and federal regulations.
- Assists General Manager and Maintenance Manager with OSHA visitations and proper follow up and compliance.
- Maintains an active Safety Committee and holds periodic meetings.

Strategy & Policy Development: (5%)
- Creates HR strategy.
- Assists in the development and implementation of plant policies and procedures.
- Leads and assists in organization change efforts.
Training: (8%)
- Oversees orientation training to new hires.
- Assists with ZERO HARM training for new employees.
- Monitors Pay-for-Skills skills approval sheets in order to ensure employees receive proper increases.
- Participates in the development of safety training programs.
- Attends annual seminars regarding labor law updates when required.
- Conducts and/or schedules labor law training when required.

Recruiting: (16%)
- 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 System.
- 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 communications.
- Maintains awareness of union activity and represents management in union matters/negotiations.

Payroll Administration: (14%)
- Manages payroll processes.
- Provides timely and accurate responses to SOX requirements.

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

Unemployment and Workers Compensation: (5%)
- Represents Management at unemployment hearings.
- Represents Management at Workers Compensation hearings.

Community Involvement: (2%)
- Represents the Company in community involvement such as Chamber of Commerce, schools, job fairs, etc.

Reports: (2%)
- HR staffing, compensation and other reports as indicated in specific areas of responsibility.
- Audits Check Book and submits reimbursement requests.
- Audits Petty Cash and submits reimbursement requests.
Committees (Member or Facilitator): (2%)
- Quality Council/Steering Committee
- Hiring Team
- Compensation Design Team
- Employee Activities
- Employee Correction Action Team/Attendance Team

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, coordinating temporary labor when required; rewarding and disciplining employees; addressing complaints and maintaining and monitoring office supply costs.

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