



JOB POSTING

Job Title: Human Resource Manager- Full Time

Division: Erie

Posting: February 12, 2018

Status: Exempt

Job Description

Responsible for the day-to-day management of employee relations, performance management, compensation, benefits, and the implementation and interpretation of policies and procedures. Coaches others to effectively use Human Resources processes, policies and practices to enhance their leadership skills..

Job Requirements

- Performs day to day HR department activities and duties.
- Maintains and keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting, utilizing Computerized software and hard copy records. .
- Processes monthly billing statements from all benefit providers and approves payment. Reviews each invoice for accuracy and resolves discrepancies with the provider.
- Serves as the internal resource for benefits, personnel policies and procedures. Responds to inquiries verbally and in writing to employees and regarding policies, procedures, and programs.
- Administers benefits programs such as life, health, dental and disability insurances, pension plans, paid time off and extended sick leave policies, leave of absence, FMLA, and employee assistance.
- Coordinates and assists with the outside audits of the organization's 403b and Retirement plans.
- Coordinates, develops and completes all annual federal employment and ERISA reporting, including, but not limited to: EEO-1, VETS-100A, and ERISA 5500 reporting.
- Maintains and develops annual Affirmative Action Plan for the organization, to stay in compliance with Federal and State contracts (OFCCP). Serves as the organization's EEO coordinator.
- Oversees and ensures organizational compliance with local, state, and federal employment regulations, including, but not limited to: ADA, Sexual/Other Harassment, FMLA, Equal Opportunity.

Education/Experience

- Bachelor's degree (B.A.) in Human Resources or related degree with Professional Human Resource Certification from Human Resources Certification Institute is preferred and/or three to five years experience as a Human Resource Generalist.
- PHR/SPHR Preferred

Interested persons who meet the qualifications should submit
a Job Request Transfer Form **AND** Resume by **Wednesday, February 21, 2018**

EmergyCare Human Resources
1926 Peach St Erie PA 16502