

Job Title: **HUMAN RESOURCES MANAGER**

SUMMARY

Responsible for providing HR guidance and support and driving human resource projects, programs, and initiatives to multiple business functions. Also responsible for developing collaborative relationships and partnering with HR Centers of Excellence (Talent Acquisition, Benefits, Compensation, etc.) to support talent management, development, and succession planning.

ESSENTIAL FUNCTIONS

- Partners with client group leadership to ensure effective leadership, communication, and organizational design.
- Provides solutions to address the needs of the client group. Partners with leadership to develop departmental objectives, goals, strategies and measures (OGSM's) that drive business strategy.
- Provides employee relations counseling, and conducts employee exit interviewing.
- Partners with the talent acquisition team and leadership to assess position requirements and screen internal/external candidates for entry level to mid manager level positions.
- Actively participates in the recruitment efforts of positions within client group.
- Leads employee training courses.
- Conducts investigations relating to employee issues and claims; makes recommendations on next steps and appropriate discipline; collaborates with the Legal department and other appropriate cross-functional teams on harassment and discrimination claims.
- Coaches supervisors and mid- level managers on how to manage employee performance issues.
- Conducts career coaching sessions; creates employee development plans and monitors the progress of the employee.
- Identifies high potential employees; maps out their career paths.
- Provides formal instruction on how to complete self-assessments; coaches managers on how to complete performance assessments.
- Leads communications/announcements re: employee changes.
- Ensures understanding of corporate policies and state and federal regulations.
- Provides information to managers regarding Gallo's rewards programs, including base pay and incentive programs.
- Participates and manages the Succession Planning processes; ensures integration into performance management and staffing decisions.
- Identifies new opportunities where HR can add benefit to the business.
- Enhances productivity by leveraging knowledge of client group organizational structure.
- Ensures adherence of affirmative action plans; supports corporate diversity initiatives.
- Maintains satisfactory attendance, to include timeliness.

- Responsible for understanding and complying with applicable quality, environmental and safety regulatory considerations. If accountable for the work of others, responsible for ensuring their understanding and compliance.
- This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

SUPERVISORY RESPONSIBILITIES

N/A

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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS

- High School Diploma or State-issued equivalency certificate.
- Bachelor's degree plus 5 years of human resources generalist experience reflecting increasing levels of responsibility; or 9 years of human resource generalist experience reflecting increasing levels of responsibility.

PREFERRED QUALIFICATIONS

- Bachelor's degree plus 8 years of human resources generalist experience reflecting increasing levels of responsibility.
- Experience reading and interpreting documents such as safety rules, corporate policies, operating and maintenance instructions, and procedure manuals.
- Experience speaking effectively before groups of customers or employees of an organization.
- Skilled in the use of MS Word, MS PowerPoint, and MS Excel at an intermediate level.
- Experience working on special projects.
- Experience completing and evaluating assignments, requiring originality and ingenuity.
- Knows and applies the fundamental concepts, practices and procedures of this particular field of specialization.
- Experience defining problems, collect data, establish facts, and draw valid conclusions.

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.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel and talk or hear.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.