

JOB DESCRIPTION OUTLINE

JOB TITLE:

STATUS:

JOB CODE:

DATE:

DIVISION:

REVISION NO.:

REPORTS TO:

REVISION DATE:

POSITION SUMMARY:

Please provide a brief summary of the position. This information will be used for position announcements and advertisements.

ESSENTIAL JOB FUNCTIONS:

Please make a list of job tasks stating what is done and how it's done. Begin each sentence with a verb using present tense singular. For example: ANALYZE financial data using spreadsheet software. PREPARE reports using wordperfect 5.1 software.

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JOB TITLE:
DATE:
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JOB REQUIREMENTS:

EDUCATION:

List minimum acceptable educational requirements to do this job.

EXPERIENCE:

List number of years of experience in the job and specific knowledge requirements.

SKILLS:

List analytical, organizational, interpersonal, technical, managerial skills and so on.

SUPERVISORY RESPONSIBILITIES:

Please list the number of people supervised and their job titles. If you do not supervise put "none."

EQUIPMENT TO BE USED:

Please list computers, fax machines, telephones, calculators, floor waxers, power tools, fork lifts, etc.

TYPICAL PHYSICAL DEMANDS:

Please list job requirements such as lifting, standing, sitting and so on. Try to be specific. Example: "Must be able to lift 50 pounds," "must sit 7 hours a day," "must be able to drive a car."

TYPICAL MENTAL DEMANDS:

List the mental requirements of the job. Example: "must be able to do simple math calculations" or "must be able to analyze complex information."

WORKING CONDITIONS:

Please list examples such as "must work evenings and/or weekends, job requires driving ____% of the time" "works in a typical office setting" "works outside 90% of the time" and so on.

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SAMPLE JOB DESCRIPTION

JOB TITLE:	Human Resources Director	FLSA STATUS:	Exempt
JOB CODE:	409	DATE:	9/1/93
DIVISION:	Human Resources	REVISION NO.:	
REPORTS TO:	President & CEO	REVISION DATE:	

POSITION SUMMARY:

This position is responsible to the President and CEO for the direction, coordination and overall management of the Human Resource (HR) function. The Director must identify, plan and implement strategic objectives for the HR Department including an annual human resource plan, to ensure the organization's overall effectiveness. The Director is responsible for recruiting, employment, affirmative action, compensation, benefits, labor relations, management training and development, as well as employee relations and communications. This responsibility includes ensuring compliance with all federal, state and local government regulations as they relate to the human resources function.

ESSENTIAL JOB FUNCTIONS:

Responsible for the implementation and on-going maintenance of all human resource policies and procedures.

Responsible for recruiting and employment to ensure positions are filled in a timely manner.

Develop and implement compensation programs within the budget guidelines of the Company. Ensure that the program includes objective and defensible elements for job evaluation, and an employee salary program that includes internal fairness and external competitiveness in our industry.

Provide guidance and expertise to employees and management in resolving personnel problems.

Provide leadership with regard to the Company's Affirmative Action Program. Manage the implementation of the Americans with Disabilities Act and The Civil Rights Act, guidelines to ensure that these programs are implemented and reviewed annually, and that all supervisors receive the information and training needed in order to comply with all government regulations pertaining to the human resources function.

Maintain current working knowledge of benefit laws and IRS requirements to ensure the Company's compliance. Maintain benefit programs for the Company. Manage the benefits function in an effective manner to ensure timely resolution of benefit claims and employee benefits problems.

Develop, implement and conduct management or other human resources related training programs to ensure the organization is up-to-date on management techniques, and that professionals (CPAs, Attorneys, etc.) can maintain their credentials.

Ensure compliance with all regulatory and legal requirements.

Manage human resources administrative functions including personnel files, an applicant tracking system and all other personnel actions and administrative responsibilities of the HR function.

Design and implement employee communication programs in order to ensure on-going, positive up and down communications throughout the organization.

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ESSENTIAL JOB FUNCTIONS: (cont'd)

Manage the human resources of the organization in an effective manner, institutionalizing positive human resources procedures and policies, thus assisting in the prevention of litigation or costly labor relations problems.

Delegate responsibility to appropriate staff members to ensure that the day-to-day human resource functions are carried out. Personally manage the human resources staff members who are responsible for the administrative areas of the Human Resources Department.

Responsible for encouraging the growth of the human resources staff.

JOB REQUIREMENTS:

EDUCATION: Bachelor's Degree in Business or Human Resource Management, or ten years experience in human resource management.

EXPERIENCE: A minimum of ten years of successful human resource experience in developing, implementing and managing HR programs, benefit contract negotiations, compensation programs, familiarity with governmental regulations and complex organizational structures, as well as training and development.

SKILLS: Strong leadership, management and organizational skills, as well as understanding of multi-disciplinary programs. An ability to integrate and harmonize diversified functions, including the administrative function. Effective consultative skills as well as executive and managerial skills. Understanding, influencing and serving others are important attributes in this position. The ability to select, develop and motivate people and create a positive work environment. The ability to resolve human resource problems quickly and effectively, and determining appropriate courses of action for the organization in the human resources area. Must display a high degree of emotional maturity while keeping difficult situations in proper perspective. Must be flexible and have well-developed interpersonal skills. Must excel in personal interactions with the human resources staff and employees at all levels of the Company.

SUPERVISORY RESPONSIBILITIES:

Supervise the human resources staff.

EQUIPMENT TO BE USED:

Must be able to operate computer and other office machines such as fax, calculator, telephone, etc.

TYPICAL PHYSICAL DEMANDS:

Requires sitting, standing, bending and reaching. May require lifting up to 50 pounds. Requires manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, the telephone and other office equipment. Requires normal range of hearing and vision.

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TYPICAL MENTAL DEMANDS:

Must be able to analyze many variables and choose the most effective course of action for the organization at any given point in time. Must handle novel and diverse work problems on a daily basis. Personal maturity is an important attribute. Must be able to resolve problems, handle conflict and make effective decisions under pressure. Must have a long attention span in order to listen to people, perceive the real problems and bring issues to a successful conclusion. Must relate and interact with people at all levels in the Company.

WORKING CONDITIONS:

Occasionally called upon to work overtime or odd schedules. Works in a typical office setting.

REVIEWED BY: _____

DATE: _____

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