



Job Description

Human Resource (HR) Manager

The mission of Healthy Start is to improve maternal and child health and to reduce poor birth outcomes and infant mortality.

Position Overview:

The HR Manager serves as a key business partner by supporting the mission and operations of Healthy Start, Inc. by ensuring a positive work culture, monitoring compliance with federal and state labor and employment laws, leading employee recruitment and retention efforts, and facilitating training and staff development activities. The successful candidate will make it a priority to balance employee satisfaction, risk mitigation, and the strategic directives of the CEO. This role will oversee a team of 1-2 employees responsible for administrative HR functions and will lead collaborate activities among the administrative and leadership teams—as well as other staff teams—that advance departmental and organizational objectives.

Duties and Responsibilities:

- **Compliance**
 - Ensures compliance with employment, benefits, and other laws, regulations, and requirements.
 - Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance. Partners with the organization's legal counsel as needed/required.
- **Training and Development**
 - Creates, develops, and conducts training and development programs for employees.
 - Identifies training needs for departments and individual coaching needs.
 - Participates in evaluation and monitoring of training programs to ensure success. Follows up to ensure training objectives are met.
- **Performance and Strategy**
 - Assists CEO in establishing ongoing goals and deliverables for the HR department.
 - Leads efforts to streamline existing processes and develop and implement new processes that support organizational goals and departmental objectives.
 - Provides guidance and leadership to the management team related to supporting and coaching staff at all levels as well as day-to-day performance management guidance (e.g., coaching, counseling, career development, disciplinary actions).
 - Participates in staff evaluations when requested to ensure consistent and fair treatment is provided to staff members.
 - Regularly reports succession planning recommendations and compliance issues to the CEO.
 - Assist with the development and implementation of employee satisfaction surveys.
- **Employee Relations**
 - Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
 - Manages and resolves employee relations issues. Conducts effective, thorough, and objective investigations.
 - Provides all staff with conflict resolution while addressing sensitive workplace issues
 - Investigates all complaints and provide transparent communication with the CEO

- Possesses the ability to mediate and resolve issues brought to the attention of HR
- Provides feedback to management by conducting exit interviews
- **Recruiting**
 - Oversees recruitment efforts to ensure all open positions are filled within the deadline provided, with support from the HR administrative staff.. This will include both hands-on participation with and oversight of:
 - Developing effective job postings and interview questions
 - Recommending recruitment sites and sources for greater exposure and candidate pool
 - Collaborating with management and hiring team to improve recruitment plan
 - Preparing job offers (with CEO approval)
 - Managing the flow of correspondence, information and candidate records
- **Onboarding**
 - Oversees a comprehensive new employee onboarding process, with support from the HR administrative staff. This will include management/oversight of processes such as:
 - Collection of all new hire paperwork, including necessary payroll documentation
 - Facilitation of new hire orientations and review of relevant company policies
 - Distribution of passwords, equipment, and security credentials
 - Follow up with all new hires throughout their onboarding process to ensure they have the appropriate resources and to answer any questions
- **Record Maintenance**
 - Oversee recordkeeping compliance, with support from the HR administrative staff, including:
 - Maintaining up to date electronic staff records utilizing the Paylocity software system
 - Ensuring timely update of records are available to both the employee and management
 - Processing all payroll changes by submitting the required documentation to finance department
 - Supporting employee navigation of Paylocity HR/payroll system
- **Special Assignments**
 - Accommodate CEO and support colleagues for additional special assignments that may occur during the course of employment.
 - Manage the day-to-day work of the Administrator and other HR administrative staff, including, but not limited to:
 - Ensure appropriate staffing levels and recruit for openings as needed
 - Determine and assign goals and deliverable to staff
 - Monitor performance toward goals and provide feedback on a regular basis
 - Address performance deficiencies and/or behavioral issues as needed
 - Determine training and developmental needs and identify and coordinate appropriate resources to address identified needs

Education and Experience Requirements:

- Bachelor's degree required in Human Resources or business-related field with at least 3 years' experience
- Human Resource certification preferred

Qualifications, Skills and Knowledge Requirements:

- Thorough knowledge of State and Federal employment-related laws and regulations
- Strong oral, written and technical communication skills
- Attention to detail and accuracy
- Ability to work independently or as part of a team, and to manage multiple tasks and projects in fast-paced environment
- Ability to analyze and resolve issues and problems

- Ability to maintain confidential information and navigate conflict
- Ability to communicate effectively with stakeholders at all levels
- Strong supervisory and leadership skills
- Strong organizational and time management abilities; ability to meet deadlines
- Proficient with Microsoft Office Suite (e.g., Word, Excel, PowerPoint) and Windows operating systems
- Proven ability to manage multiple projects and prioritize tasks

Other:

- COVID Vaccination
- Act 33/34 and FBI clearances are required.
- Must possess a valid unrestricted Pennsylvania Driver's License
- Must possess current and valid unrestricted automobile insurance and be listed as an insured driver.

Supervisory Relationship:

This position works under the direction of the Chief Executive Officer.

Physical Demands:

- The work performed is 80% office work requiring sitting, typing and answering phones, with occasional light lifting, carrying, stooping, standing, bending, walking and filing.
- Intense mental, visual, and aural attention is required as the work involves responding to requests, planning, or performing work that is at times, can be fast paced.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Compensation

\$68,000 - \$70,000 commensurate with experience. Includes full benefits package. FLSA Status: Exempt

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To apply, email resume and cover letter to hr@hsipgh.org