



Job Title: Manager, Human Resources

Department: HR

Location: State College, PA

Summary:

The Manager, Human Resources provides HR leadership and support to assigned business units. This includes, but is not limited to, the areas of talent management, employee relations, and compensation. This position requires the ability to multi-task and work in an extremely fast-paced and changing environment.

Education/Qualifications:

1. BA/BS Degree in HR management, Business or related discipline.
2. PHR/SPHR designation preferred.
3. 7+ years experience in an HR generalist capacity, with a minimum of 5 years managing a department.
4. Knowledge of HR legal requirements.

Requirements/Skills:

1. Excellent writing, interpersonal, presentation, and organizational skills.
2. Intermediate skill level with MS Excel and Word.
3. Must be able to work effectively in a strong team environment, and with all levels of the organization.
4. Organized with exceptional attention to detail.
5. Comprehensive understanding of human resources.
6. Proven experience in developing, implementing and managing human resources programs, processes and policies.
7. Ability to work independently on a broad variety of projects, exercise independent judgment, sensitivity and creativity to changing needs and situations.
8. Confidentiality and discretion required.

Job Duties and Responsibilities:

- Provides HR advice and consultation to employees and management.
- Disseminates, implements and monitors corporate policies, programs and procedures to attract, retain and motivate employees.
- Recruiting: responsible for sourcing, interviewing and on-boarding for senior level positions within organization. Provides support and oversight to all other levels of recruiting within assigned business units.
- Benefits: responsible for administering employee benefit programs, including coordinating with internal and external stakeholders on workers compensation programs.
- Compensation: oversees compensation administration for assigned business units.
- Regulatory compliance: responsible for compliance with all federal, state and local employee-related laws & regulations.
- Training: provides employee/management training on topics such as Harassment & Discrimination, compensation plans, benefits.

- Employee Relations: provides coaching and counseling on performance management issues, conflict management and resolution. Recommends and manages employee recognition programs/awards.
- Performance Management: responsible for communicating and managing the company's performance management systems, including 90-day and annual evaluations and compensation recommendation processes.
- Wellness: oversees company's wellness initiatives, including development of on-site programming.
- Communications: responsible for communication of new policies/policy revisions and other company messages as needed.
- Performs all duties in accordance with documented SOX processes.