

**Be The One**



**COMMUNITY  
FOUNDATION**

**of Sarasota County**

## **COMMUNITY FOUNDATION OF SARASOTA COUNTY JOB PROFILE: Manager, Human Resources & Office**

**Date:** 7/12/2017  
**Reports to:** Chief Financial Officer  
**Supervises:** Receptionist  
**Grade Level:** 4  
**FLSA Status:**  Exempt  Non-Exempt

### **Purpose:**

Manager, Human Resources provides a wide variety of human resources support to all levels of the organization, ensuring the comprehensive administration of human resources policy and procedures. This includes recruitment, compensation & benefits, employee relations, employee development, recognition, payroll and basic knowledge of legal compliance. This position provides leadership by advocating policy recommendations based upon research and best practices and acts as a partner to all of the foundation's departments. This position also serves as Office Manager, supervising the receptionist and providing leadership for the administrative professional team. The Office Manager is also responsible for overseeing office supplies, the postage machine, copiers and related areas. This position operates independently with limited supervision in a team environment, and across the organization at all levels. Position consistently handles information of a highly-confidential nature.

### **Responsibilities:**

#### Recruiting

- Assists managers in preparing job descriptions and implements internal and external recruitment strategies to satisfy staffing requirements. Provides counsel on effective recruitment strategies/techniques and in the implementation of Foundation staffing programs.
- Maintains on-line HR, Recruitment and On-boarding processes.
- Places recruitment ads on-line, as well as website and other locations pertinent to the position.
- Reviews resumes, conducts phone and face-to-face screens, and recommends candidates for on-site interviews.
- Provides training to team interviewing committees, coordinates interview process and assessment of candidates.
- Prepares and presents offers of employment.
- Manages new hire reference check, background checks and assessment process.
- Conducts new employee orientation programs and coordinates "on-boarding" of new staff with hiring manager.

## Benefits

- Evaluates benefits in partnership with the CFO
- Provides research and recommendation to keep CFSC current with competitive benefits offerings.
- Liaison with insurance agent and companies, worker's compensation, and unemployment issues.
- Coordinates benefits open enrollment and provides the necessary support to roll-out all benefit programs and related communications
- Responds to employee inquiries regarding benefits. Conducts new employee meetings when eligible.
- Reviews and approves all invoices related to benefits.

## General HR

- Creates and updates foundation policies and procedures; coordinates regular review and edits of employee handbook, HR policies and procedures.
- Participates and assists in providing human resources support services to the Foundation, makes recommendations on human resources issues; provides advice and guidance to ensure foundation compliance with federal and state employment law as appropriate. Collaborates with other HR professionals and with legal counsel as necessary.
- Responds to and coaches managers with employee relations issues, performance management and execution of performance improvement plans. In problematic and challenging situations, seeks the input of senior line management resources as appropriate.
- Partners with managers to investigate employee and manager complaints regarding violations of the foundation's policies (e.g. sexual harassment, standards or business conduct, discrimination, etc.)
- Provides training and counsel to management and employee population regarding Foundation policy and procedures to include leadership training, disciplinary actions, workplace issues, business ethics, performance management issues, and Employee Assistance Programs (EAP), and reasonable accommodation requests.
- Conducts market surveys and assists in setting compensation and annual salary reviews. Responds to salary or other employment related surveys
- Coordinates and oversees all performance evaluation processes.
- Manages training program delivery by staff, outside instructors and through local educational institutions and training program vendors.
- Ensures compliance and understanding of EEO, Affirmative Action, Equity Employment principles.

## Payroll

- Oversee the processing of personnel timekeeping entries and reporting.
- Process bi-weekly payroll; review reports, audit banking data as appropriate.
- Prepare & process 401(k) plan contributions; prepare information for 5500 filing for 401(k) plan.
- Maintain employee payroll records including mandated benefits, deductions and payments.

## **Position Qualifications:**

- Bachelor's Degree in human resource, business or other related field and 3-5 years of human resources experience, including benefits & payroll experience. A combination of related experience and education may be substituted. PHR/SPHR and or SHRM-CP/SCP preferred. Ability to acquire within 2 years of hire required.
- Demonstrated excellent oral and written communication and organizational skills.
- Effective project management skills to manage multiple projects timely and successfully.
- Highly developed communication skills; able to work effectively with any stakeholder group.
- A strong background in training & employee development, recruitment and employee relations.

## **Technology Qualifications:**

- Proficient use of Microsoft Word, Outlook, PowerPoint and Excel.
- Ability to self-support for basic computer and network problems.

**General Performance Standards and Expectations:**

In addition to satisfactory performance on all the essential job duties and responsibilities for this job, the Community Foundation of Sarasota County employees are will strive to demonstrate our service philosophy of P.R.I.D.E in excellence to our internal and external constituents.

**Purposeful Worker**

- Goal Oriented
- Gets job done within deadlines
- Self-Motivated
- Takes Ownership
- Accountable
- Maintains required technical skills
- Calm under stress

**Respect**

- Respect for importance of everyone
- Empathetic Listener
- Ask and listen
- Provides excellent customer service, both internal & external
- Demonstrates qualities of a Servant Leader
- Under promises and over delivers
- Authentic, honest, genuine

**Inspirational**

- Curious about new information
- Creative, independent thinker
- Problem solver – thinks outside the box
- Continuous learner

**Dedicated Team Player**

- Works well across disciplines
- Adaptable to change
- Listens to others ideas
- Accepts different assignments

**Enthusiastic**

- Excited about the CFSC mission
- Optimistic, positive attitude

Approved:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Human Resources

\_\_\_\_\_  
Date