

## **Human Resources Manager**

*Job Description for Block 22 LLC & Idaho Sports Properties LLC,*

### **JOB SUMMARY:**

The Human Resources Manager reports to the Chief Financial Officer and is responsible for maintaining a well-run and organized HR department. This position is part of the Block 22 Management Group Staff and is responsible for working with the various companies owned by Block 22 LLC and Idaho Sports Properties LLC. The HR department supports each Company in all facets, driving process improvements and efficiencies, and represents Block 22 LLC and Idaho Sports Properties LLC to Team Members, applicants, and others. This position adheres to the strictest confidentiality relating to all personnel issues.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### Benefit Program Administration

- Tracks and processes Team Member benefits eligibility, enrollment, termination, and changes in an accurate and timely manner. Communicates changes to payroll and third party administrators as necessary. Benefits include but are not limited to retirement, health and welfare benefit plans, Team Member leave (including FMLA), and paid time off plans. Provides accountants with reports for reconciling vendor billings for all benefits and charges the appropriate department.
- Assists in annual benefits renewals and open enrollment periods. Responds to Team Member questions regarding benefits. Coordinates with providers and/or broker as necessary to reach resolution on claims and other benefit issues. Serves as liaison with providers and third party administrators.
- Manages and tracks Family and Medical Leaves to ensure legal compliance; communicates with Team Member, Team Member's supervisor, medical providers, and third party administrators as necessary.
- Manages workers' compensation and unemployment claims. Responds to inquiries, maintains documentation, and inputs data into HRIS system as appropriate. Contacts medical care providers and third party administrators as necessary. May represent company at hearings.

#### Team Member Relations and Performance Management

- Cultivates and maintains productive relationships with staff in order to establish the HR Department as a primary point of contact and a resource for Team Members. Responds to Team Member questions regarding policies, procedures, and benefits in a timely and professional manner. Responds to Team Member complaints and grievances as needed; conducts investigations when necessary. Recommends and/or implements appropriate resolution to Team Member issues.
- Coaches supervisory Team Members on Team Member relations and performance matters including Team Member engagement and development, performance improvement, corrective action, termination. Conducts exit interviews per department protocol.

- Coordinates Team Member recognition and reward programs as well as staff activities and events.

#### Talent Acquisition:

- Coordinates with hiring manager to create effective recruiting strategy for open positions. This includes but is not limited to: Creates job descriptions and reviews for accuracy, recommending and implementing changes as necessary; determines appropriate posting venues and strategies; and advertises positions as agreed. Responds to position inquiries as appropriate.
- Within established guidelines, works with hiring manager and others to create and execute onboarding plan for new Team Members within the business unit; conducts new hire orientations regarding benefits, policies and other HR processes.
- Monitors the Block 22 careers/job posting website.

#### Additional Duties and Responsibilities:

- Ensures accuracy of information maintained in Human Resource Information System (Paylocity) records, and compiles reports from database.
- Maintains the security system and issues security access to all departments.
- Maintains the time clock system (Paylocity)
- Interfaces with Payroll Department to ensure accurate and timely issuance of paychecks
- Supervises the Human Resources Assistant

#### **REQUIRED SKILLS:**

- Proficient with Microsoft Office including Word, Excel, PowerPoint and Outlook
- Ability to multi-task, shift priorities and remain organized in a constantly changing and fast-paced environment
- Experience with online benefits management and carrier portals
- Possess knowledge of employment laws and practices
- Strong work ethic and attention to detail
- Expert ability to handle details of a highly confidential and critical nature
- Strong interpersonal and written/oral communication skills with the ability to relate well and cooperate with others to effectively coordinate activities and accomplish goals
- Solution oriented self-starter with a strong service orientation
- Strong HRIS and payroll experience
- Ability to develop & maintain effective working relationships with co-workers and throughout the organization
- General knowledge of HIPAA regulation preferred
- Position requires a minimum of 5 years of experience in Human Resources
- A degree or Certificate in Human Resources are a bonus

#### **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

- Work is performed in an office setting.
- Regularly sits at a computer station and operates electronic equipment 6 to 8 hours per day.
- Occasionally lifts, carries and positions objects weighing up to 20 pounds.

**STATEMENT OF NON-INCLUSIVITY:**

This job description is not to be construed as a complete listing of the duties and responsibilities that may be given to any Team Member. The duties and responsibilities outlined in this position may be added to or changed when deemed appropriate and necessary by the person who is managerially responsible for this position.

APPLY AT: <https://recruiting.paylocity.com/Recruiting/Jobs/Details/723182>