



Title: HR Manager
Reports to: General Manager

SUMMARY

Responsible for administering organizational human resource functions, to include staffing, employee relations, policy administration, payroll, compensation, benefits, EEO, training/development, and safety.

ESSENTIAL FUNCTIONS OF THE JOB

- Develop and administer employment-related policies, practices, and procedures in compliance with Bogus' policies as well as applicable state and federal laws and regulations.
- Develop and implement effective practices regarding recruiting, hiring, and onboarding. Oversee candidate sourcing alternatives and organize seasonal orientations.
- Conduct screening and interviewing for year-round positions to assist in identifying qualified candidates. Train managers in effective screening and interviewing practices for decentralized seasonal hiring.
- Assist employees and managers in resolving job or performance-related issues and routine employee relations situations. Fairly and consistently handle non-routine employee relations issues in a confidential and appropriate manner.
- Oversee payroll and employee timekeeping processes; provide oversight as applicable.
- Administer benefit plans and programs such as health insurance plans, retirement plans, and time away from work benefits (ie, paid time off and leaves of absence).
- Administer the organization's compensation practices and processes.
- Develop and administer employee engagement programs and initiatives. Oversee employee programs such as the wellness program and employee functions/events. Manage worker's compensation and return to work program.
- Facilitate leadership development including coaching and performance management training.
- Process new hire, employee change, and separation notices. Assist with separations, exit interviews, and unemployment claims.
- Lead organizational initiatives around EEO, respectful workplace, as well as diversity, equity, and inclusion.
- Lead COVID-19 taskforce, develop and administer related policies, and oversee contact tracing efforts.
- Responsible for employment-related documents/forms, recordkeeping, and ensuring records are appropriately maintained.
- Maintain HRIS and applicant tracking data and compile reports as needed. Utilize HRIS technology to improve administrative processes and enhance the employee experience.
- Partner with all departments to help execute the business strategy.
- Partner with Risk Manager to develop and administer risk strategies, policies, and procedures.
- Hire, train, and coach HR support staff. Document HR department SOPs.
- Assist with Bogus Basin events.
- Perform other assignments and special projects as assigned.

JOB REQUIREMENTS

- Passionate about Bogus Basin's Mission
- Bachelor's degree in Human Resources or a related field
- 5+ years' experience in progressively responsible HR roles
- SHRM-CP/SCP or PHR/SPHR as well as 3+ years supervisory experience preferred
- Excellent understanding of federal and state employment laws and regulations



- Excellent verbal and written communication skills as well as ability to work in a team environment
- Proficient with Microsoft Word, Excel, Outlook
- Experience with Paylocity preferred
- Capable of handling multiple projects with competing priorities
- Ability to maintain a high level of confidentiality, a professional demeanor, and to represent the organization in a positive manner at all times
- Ability to maintain strict confidentiality regarding employee relations, compensation, and general employee or business information
- Excellent planning, organization, attention to detail, and problem-solving skills
- Ability to pass a background check

WORKING CONDITIONS

- Majority of time spent in an alpine environment.
- Combination of regular work hours as well as weekends seasonally.
- Occasionally exposed to inclement weather.

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