

Human Resources Manager

Statement of Duties

Responsible for administering and managing the corporation's comprehensive Human Resources programs and services, including hiring, employee relations and supports, benefits administration, and compliance with applicable federal and state laws and regulations; performs all other related work as required.

Position Functions

The essential functions and duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

Essential Functions

Hiring

- Manages corporate recruitment, including posting, interviewing, employee on-boarding and orientation; manages the exit interview process.
- Manages intern program in conjunction with corporate management staff, state intern office and academic institutions.

Employee relations and supports

- Serves as the lead on coordinating employee wellness and diversity and inclusion initiatives, programs, and activities.
- Develops and administers a corporate performance evaluation process that includes employee data collection/aggregation, resulting in performance management recommendations to senior management.

Benefits administration

- Coordinates, implements, and provides corporate-wide consultation on benefits (i.e., medical, dental, vision, GTL/Disability, retirement) and performs overall benefits administration.
- Processes short-term disability, workers' compensation claims and FMLA requests; maintains associated personnel and compliance records.

Payroll and General HR

- Oversees time and attendance record keeping, including program and project based billable time tracking.
- Prepares and processes payroll and performs all related activities, including the training and oversight of staff (where applicable) and generating, preparing, and reconciling statements and reports; assists in the development of new payroll procedures.
- Keeps current and administers all Human Resources policies and procedures for all corporate personnel, including the employee handbook and policies manual; files and maintains personnel records.

Compliance

- Prepares government reports related to EEO and other compliance requirements.

Key Competencies

- **Written and Verbal Communications:** Writes clear, precise, well-organized documents using appropriate vocabulary, grammar, and diction. Able to interact with and relate to others in empathetic and objective manners.
- **Organization:** Ability to complete an array of tasks in an accurate, efficient, and timely manner.
- **Project management:** Ability to juggle the strategic administration of many concurrent efforts with limited staff support.
- **Computer skills:** Excellent computer skills, particularly excel spreadsheets and word processing.
- **Initiative:** Willingness to take on responsibilities and challenges and find ways over, around, or through barriers to success. A bias for action. A results-oriented "doer." A strong desire to achieve.

Qualifications

A candidate for this position should have a bachelor's degree in human resources, business, communication, psychology, or a related field, and a minimum of five (5) years of progressively responsible experience in Human Resources related roles.

Classification

Regular Full Time – 37.5 Hours per Week
Salary / Exempt

Reports to

CFO

To be considered for this position, candidates must submit a cover letter along with a professional resume via email to:

Rhode Island Commerce Corporation
job.opportunities@commerceri.com

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