**HR Manager**

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| **POSITION TITLE: HR Manager** | **LOCATION: Lincoln, Nebraska** |
| **EXPERIENCE LEVEL: 7- 10 years** | **REPORTS TO: Vice President, Human Resources** |
| **CREATED BY: Human Resources** | **APPROVED BY: Glenda Mussell** |
| **JOB LEVEL: Manager** | **DEPARTMENT: Human Resources** |

**Position Purpose:**   
Proactively managing the performance and discipline processes in close coordination with plant operations management and employees to protect company interests and facilitate improvements in employee engagement, operation efficiency, productivity, and safety. Fosters cross function collaboration with Benefits, HR, Legal, Payroll and Technology to advance tactical and strategic initiatives for the plant location. This position is responsible for Safety at their site.  
  
**Major tasks, responsibilities, and key accountabilities:**

* Identify problems, formulate solutions, and make recommendations to management.
* Establish and maintain an employee relations climate of trust and confidence.
* Launch Performance Management process including goal, development planning and end-of year reviews. Ensure 100% completion at location.
* Effectively manage the Performance Improvement Plan process
* Administer and process FMLA and leave of absence requests including timely notice of Employer's Response to Employee’s request.
* Creating and maintain documentation for FMLA and Leave of Absences
* Manage disciplinary process for point system.
* Ensure compliance with all federal and state laws.
* Maintain and oversee hourly and salary personnel records.
* Manage hourly and salary recruiting process.
* Manage new hire orientation process and onboarding.
* Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
* Manages employee relations counseling and exit interviewing.
* Manage HRIS data to ensure compliance with hourly and salary employees.
* Identify retention initiatives and partner with plant manager on strategy.
* Responsible for new hire and exit surveys.
* Sponsor of Employee of the Month program and company events with focus on inclusion.
* Provide metrics and data on headcount and turnover.
* Manage and develop the HR team of 2 (HR Coordinator and Senior Recruiter)
* Manage Safety for site and work with National Safety Manager on responsibilities.
* Other duties as assigned.

**Minimum Role Qualifications**

* Working knowledge of the following areas:
  + Human Resources principles, practices, nomenclature, and procedures.
  + Generally accepted managerial practices and procedures
  + Employee relations, training/development, safety, managerial, benefits administration and relocation principles and practices.
  + Compliance with EEO, ADA, FMLA, and HIPPA
* Must be knowledgeable of safety procedures and practices in a manufacturing environment.
* Must be knowledgeable of good manufacturing practices.
* Must have excellent time-management skills.
* Possess excellent oral and written communication skills.
* Excellent computer skills. Microsoft Office programs, including Word, Excel, PowerPoint, and Access. Email/Internet.
* Ability to create graphs and charts.
* Experience in navigating through HRIS and running reports.

**Formal Training/Education**

* Bachelor’s degree in business/human resources or related field of study.
* 7 - 10 years of experience in a manufacturing setting required.
* Human Resources Certification (not required)

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