



<b>Job Title:</b>	<b>Human Resources Manager</b>
<b>Position Type:</b>	Full-Time
<b>Reports To:</b>	Chief Financial Officer

### Job Description

The Human Resources Manager is responsible for maintaining and enhancing the organization's human resources by planning, implementing and evaluating employee relations while sustaining human resources policies, programs and practices.

### Responsibilities

- Maintain the work structure by updating job requirements and job descriptions for all positions.
- Develop and maintain H2A program
- Maintain the organization staff by establishing a recruiting, testing and interview program; counseling managers on candidate selection; coordinate seasonal employee needs between divisions; conducting and analyzing exit interviews; recommending changes.
- Place classified ads, work with job service, employment agencies, universities, and various schools to procure qualified employees as the need Arises.
- Keep abreast of current federal and state regulations that affect hiring, discrimination, and employment of personnel.
- Oversee company compliance of required legal forms and records (Fair Labor Act, Civil Rights Act, Immigration Reform, I-9).
- Retain drug and alcohol standards for employment.
- Assist in developing employee personnel files policy.
- Develop employee performance appraisal and personnel policies as determined by management.
- Develop and maintain HR applications in ADP software.
- Organize a personnel policy manual; review and update as needed.
- Keep up-to-date with wage and salary levels in industry for the various job descriptions within HBI and the Agricultural Community.
- Work with all divisions of HBI on safety, workers compensation claims and OSHA 300 filings.
- Help with the administration of the 401K policies and procedures; primary contact with 401K provider.
- Determine the Health Insurance Agent, Health Carrier and the Reinsurance Carrier.
- Monitor the Health Insurance and Workers Compensation Claims.
- Monitor the driving records of HBI employees.
- Keep employees updated on their CPR/AED certifications.

### Preferred Qualifications

- Candidate **MUST** be a self-motivated and detail-oriented person with high drive to be able to focus in a high tempo environment with ability to adapt to changing situations on a daily basis.
- Minimum of a Bachelor's degree or equivalent experience in human resources, business, or organization development.
- Basic knowledge of personnel functions and laws.
- Agricultural experience or knowledge is a plus.
- Conflict management and problem solving skills.
- Excellent communication skills.
- Ability to build strong relationships and work with senior level executives.
- Ability to deal with employees in a professional and fair manner.
- Pay scale will be determined by qualifications. Fall bonus based on performance.

### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This may include mandatory overtime, weekends and occasional holiday work during season.

Hartung Brothers Inc.		Employee Position	Location	Approved By
Issue Date		Human Resources Manager	Madison	