



# American Institute of Steel Construction

## Job Description

<b>Title:</b>	Human Resources Manager	<b>Department:</b>	Administration
<b>Reports To:</b>	Director of Finance & Accounting	<b>Department Code:</b>	01-300
<b>Location:</b>	Chicago Office	<b>FLSA E/NE</b>	Exempt
<b>Date Issued:</b>	April 26, 2019	<b>Date Revised:</b>	May 1, 2019

### Position Summary

Manages AISC’s human resource policies, procedures, programs, and practices in alignment with its business strategies and corporate culture. Directly responsible for the operational administration, coordination, and evaluation of HR functions, including employee benefits, employment legislation and compliance, workers compensation, and some vendor relations. Assists executive team with strategic HR directions, including workforce planning, performance management, and compensation.

### Essential Duties and Responsibilities

Attracting high-performing employees:

- Ensure consistent development of job descriptions, total compensation summaries, and other related information to educate potential candidates about open positions and AISC.
- Lead recruiting activities in support of hiring managers, including candidate identification, screening, and interviewing and drafting and extending approved position offers to candidates.
- Plan and conduct new employee orientation to support a strong launch for all new staff.

Growing and retaining high-performing employees:

- Ensure consistent updating of job descriptions as positions evolve.
- Plan and implement approved opportunities for employee engagement and professional development.
- Lead employee performance management activities in support of all managers, including creation and maintenance of tools for regular and purposeful employee development and annual reviews.
- Plan total compensation strategy by conducting periodic total compensation surveys (compensation, benefits, etc.) and job evaluations, and recommending and implementing approved revisions. Ensure regular communication of total compensation summaries and other related information to all staff.
- Conduct stay interviews to determine the trends behind employee retentions.

Growing HR functions:

- Provides strong human resources support and employee development with a workforce that includes remote employees.
- Supports diversity and inclusion initiatives, including but not limited to training and policy development.
- Review and recommend improvements of the organization’s policies, procedures, programs, and practices on personnel matters and employee benefits.
- Maintain personal and organizational knowledge of human resources industry trends.

Addressing employee relations problems:

- Address routine and simple matters directly.
- Lead progressive disciplinary process in support of all managers for low-performing employees.
- Lead the investigation of harassment, discrimination, and other employee relations claims, coordinating with senior leadership and/or AISC legal counsel, as appropriate. Provide recommended course of action (coaching, performance



## **American Institute of Steel Construction**

- improvement planning, disciplinary action, termination, etc.).
- Conduct exit interviews to determine the trends behind employee separations.

### **Other Duties and Responsibilities**

#### Compliance:

- Manage personnel records for compliance.
- Participate in internal HR departmental audits.
- Support the organization's legal compliance with federal, state, and local employment laws/benefit legislation.

#### Benefits:

- Administer employee benefits, such as retirement plans; health plans, disability programs, etc. Lead the annual open enrollment period and provide guidance and assistance on options in the employee benefits plan.
- Facilitate worker's compensation claims process (notification of injury, reporting of claims and oversight of leave and compensation/medical expense issues).

#### Manage:

- Manage Human Resources expense accounts in accordance with annual company budget.
- Manage third-party consulting and other vendor relationships.

### **Qualifications**

Strong interpersonal skills, ability to influence others and communicate professionally with all levels of staff and management; must be tactful, discreet, and diplomatic at all times. Understands how to be transparent while also maintaining confidentiality when required.

Ability to be flexible in changing environments, work in collaborative role with the management team, demonstrated problem-solving skills.

Knowledgeable in employment law, state reporting requirements, and related practices.

Highly energetic, enthusiastic, and committed to serving all staff.

Extremely organized and efficient, able to coordinate and prioritize tasks.

Intermediate HRIS processing ability, preferred exposure to third-party payroll systems, and intermediate MS Office and Google applications skills.

Able to travel as necessary (up to 10%).

Evening and weekend work as needed.

### **Education and/or Experience**

Bachelor's degree in Human Resource Management and/or 5+ years commensurate experience that provides the required knowledge, skills, abilities and competencies in human resource management. SHRM CP or HRCI PHR preferred.