

## ***Human Resources Manager***

### ***Position Summary:***

The job of the Human Resources Manager is to support the growth and development of the work force of the England Economic and Industrial Development District (EEIDD) as well as administer payroll compliance activities and benefit data management. The Human Resource Manager serves as the organization's chief culture officer and is expected to promote and implement the values of the organization through strategic planning and management of human resource programs. The position reports to the Director of Finance.

### ***Duties and Responsibilities Include:***

#### **Human Resources**

- Supports the strategic objectives of EEIDD, by providing information, analysis, counsel and recommendations to management.
- Implements human resources strategies by establishing department accountabilities, including talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, diversity goals, records management, safety and health, succession planning, employee relations and retention.
- Manages human resources operations by recruiting, selecting, orienting, training, coaching, counseling and disciplining staff.
- Plans, monitors, appraises, and reviews staff job contributions.
- Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements and advising management on needed actions.

#### **Payroll**

- Completes payroll processing according to company policy and applicable wage and hour laws.
- Reviews all 941 quarterly reporting, SUTA reporting and W2 reconciliation.
- Responsible for ensuring all payroll updates in the payroll system with employee changes, such as new hires, garnishments, terminations, resignations, leaves of absences, suspensions, wage rate, address, name and other status changes are accurate and timely.
- Creates and submits reports for transfers of employee/employer 457 contributions.
- Oversees benefit administration. To include, reconciling of monthly benefit invoices and overseeing the processing of monthly billings and the preparation of payment of administrative fees.
- Maintains personnel, workers' compensation, payroll and other confidential files for all employees.
- Ensures job descriptions are up to date and accurate.
- Tracks and processes terminations and turnover.



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## ***Requirements***

- Bachelor's Degree with a Human Resources focus preferred or related experience
- Minimum of five (5) years' experience in Human Resources department management and leadership. Hands-on payroll experience and use of automated systems utilized in preparation and maintenance of HR Data and payroll preferred
- Strong understanding of interviewing process, benefits administration, payroll, conflict resolution and other functions
- Strong knowledge base of HR related laws and regulations, compliance, and industry best practices
- Expertise in public sector hiring a plus
- Excellent communication, leadership and planning skills
- Leadership and participation with the Society of Human Resource Management (SHRM) or other HR-related organizations a plus
- Experience in obtaining and managing grant-funded training programs a plus