



**Job Title:** Human Resources Manager  
**FLSA Status:** Exempt  
**Reports To:** Controller

**Job Code:** 10102  
**Department:** Administration  
**Last Rev. Date:** 7/28/2021

Responsible for providing vision, leadership, planning, project coordination, and management for the development and maintenance of a comprehensive and cost-effective HR program. Responsible for analyzing and directing all activities within the scope of Human Resources management: staffing, compensation, employee relations, training, legal compliance and reporting. This position is accountable for ensuring a balance of fairness and continuity as well as successful delivery of functional services to users throughout the Company. Must be bilingual English and Spanish.

**PRIMARY RESPONSIBILITIES:**

- Responsible for all human resource activities to include employment, compensation, benefits, and training and development.
- Interview job applicants; review applications and resumes; evaluate applicant skills and make recommendations regarding applicant's qualifications.
- Process paperwork for new employees and enter employee information into timekeeper system.
- Design and conduct new employee orientations.
- Administer and explain benefits to employees, serve as liaison between employees and insurance carrier.
- Develop and maintain relationship with employment agencies, and other recruitment sources.
- Arrange for advertising and posting of jobs.
- Prepare and maintain the approved Company salary structure, job documentation, and job evaluation systems.
- Direct the administration of benefit programs to include: health, retirement, death, disability, and unemployment.
- Evaluate and recommend improvements to benefit programs.
- Provide advice, assistance and follow-up on Company policies, procedures, and documentation.
- Create Company strategic training and organizational development plan to meet personal, professional, and organizational needs of Company employees.
- Advise managers on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes.
- Coordinate the resolution of specific policy-related and procedural problems and inquiries.
- Recommend, develop and maintain human resource data bases, computer software systems, and manual filing systems.
- Develop and recommend operating policy and procedural improvements.

- Evaluate Company culture and provide recommendations on changes to accomplish Company goals and objectives.
- Develop and coordinate grievances and mediate workplace disputes.
- Recommend and maintain an organizational structure and staffing levels to accomplish Company goals and objectives.
- Participate in management and Company staff meetings and attend other meetings and seminars as necessary.
- Direct the preparation and maintenance of such reports as are necessary to carry out the functions of the department.
- Maintain and prepare OSHA 300 log.
- Manage and process all worker injury claims and work with the third-party administrator.
- Investigate and report on industrial accidents for insurance carriers.
- Supervise farm security, Everson Farm human resource assistant and human resource clerk.
- Supervise all injured employees.
- Serve as a link between management and employees by handling questions, interpreting and helping resolve work-related problems.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion and employee benefits.
- Annually prepare Employee Information Report and submit to Department of Labor, EEOC, and Office of Federal Contract Compliance Program.
- Conduct exit interviews to identify reasons for employee termination/resignation.
- Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Responsible for editing and auditing process automating timekeeper system for payment of wages to employees.
- Inform the Payroll Coordinator of any Payroll changes.
- Responsible for performing performance reviews.
- Ensure Company is in compliance with federal and state laws.

#### **REQUIREMENTS, EDUCATION & EXPERIENCE:**

- Minimum of a Bachelor's degree or equivalent in Human Resources, Business, Organization Development.
- Ten plus years of progressive leadership experience in Human Resources positions.
- Extensive knowledge and experience in employment law, compensation, organizational planning, organization
- Development, employee relations, safety, and training and development.
- Possess ongoing affiliations with leaders in successful companies and organizations that practice effective Human
- Resources Management.
- Excellent oral and written communication skills
- Active listening skills
- Training and Coaching skills Able to lead and develop Human Resources staff members
- Able to serve as a successful participant on the executive management team that provides Company leadership and direction
- Able to interact effectively with the Company Board of Directors

- Computer skills in a Microsoft Windows environment. Must include Excel and skills in database management and record keeping
- Knowledge of various employment laws and practices
- Experience in the administration of benefits and compensation programs and other Human Resources programs.
- Able to maintain a high level of confidentiality
- Excellent organizational skills

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the Human Resource Manager's job.

**WORK ENVIRONMENT:**

This position requires work in typical farm environment and includes conditions such as the following: cold, heat, wet, humid, fumes, odors, dusts, gases, trip hazards, sharp objects, heavy objects.

**HACCP:**

Ostrom's is a food production facility operating within a defined food safety program (HACCP). All employees are required to maintain essential basic hygiene protocols as established within the departments. It is our objective and mandate to provide our current and future customers with food products grown, packed and distributed under sanitary, wholesome, and safe conditions.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

I have read and understand the job description and agree to abide by its contents.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Employee

Signed: \_\_\_\_\_

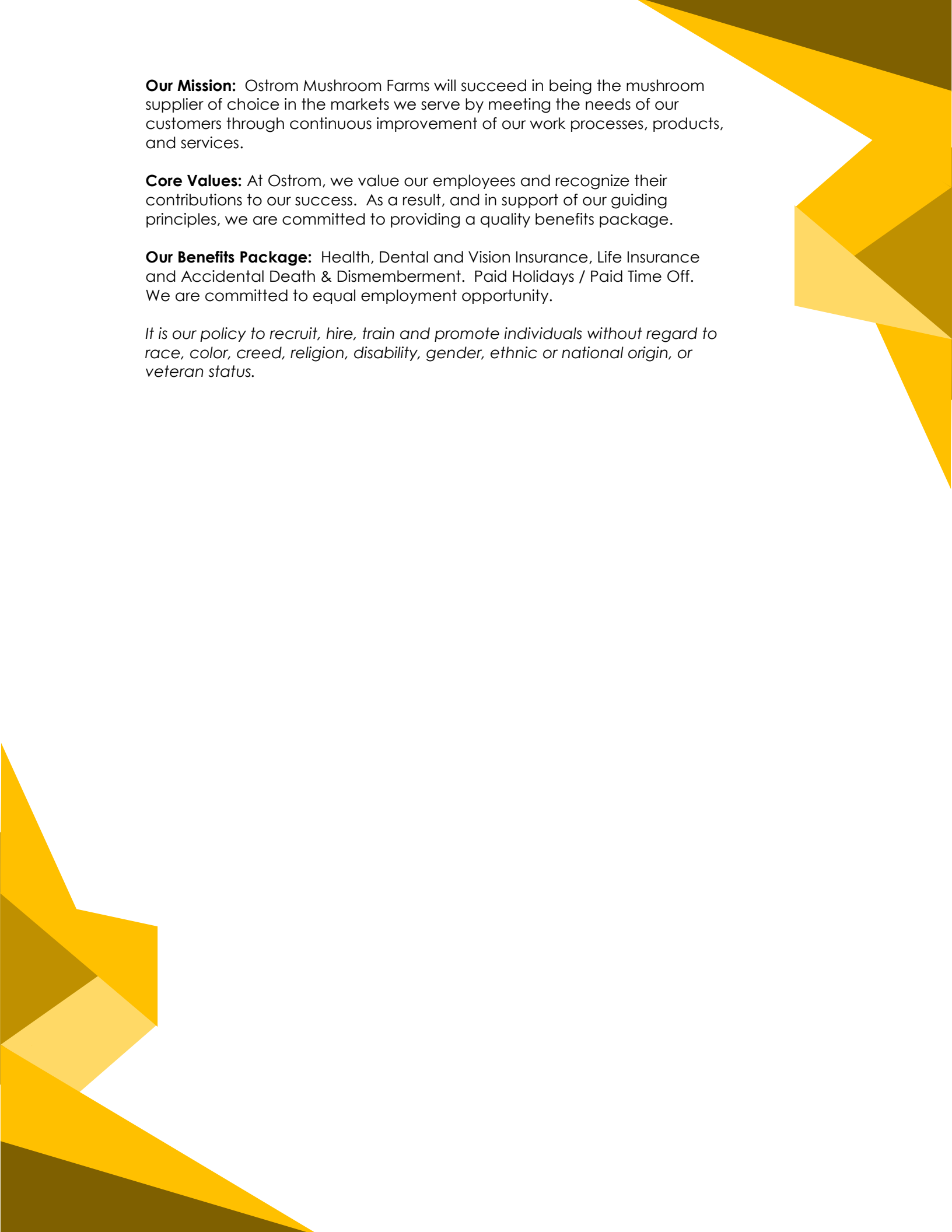
Date: \_\_\_\_\_

Manager

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources



**Our Mission:** Ostrom Mushroom Farms will succeed in being the mushroom supplier of choice in the markets we serve by meeting the needs of our customers through continuous improvement of our work processes, products, and services.

**Core Values:** At Ostrom, we value our employees and recognize their contributions to our success. As a result, and in support of our guiding principles, we are committed to providing a quality benefits package.

**Our Benefits Package:** Health, Dental and Vision Insurance, Life Insurance and Accidental Death & Dismemberment. Paid Holidays / Paid Time Off. We are committed to equal employment opportunity.

*It is our policy to recruit, hire, train and promote individuals without regard to race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status.*