



# Human Resources Manager

Job Code #

**A-102**

Reports to:

**President**

## SUMMARY:

The Human Resources (“HR”) Manager has overall responsibility for the HR function as it relates to all Southern Ionics Minerals, LLC (“SIM”) Mining team members, including employee relations, compensation and benefits administration, development, implementation and administration of SIM’s human resources programs and employment policies, personnel record-keeping, workers compensation and team member safety issues, training and workforce development, and compliance with HR laws and regulations.

## ESSENTIAL FUNCTIONS:

- Ensure adherence to all MSHA Safety and Environmental rules and procedures
- Assure compliance with all safety, environmental, and company policies and procedures.
- Organize and work independently on multiple assigned tasks/projects and complete assignments within specified deadlines.
- Communicate effectively verbally and in writing to all levels of staff and management, outside officials and agencies, and the public, expressing ideas and instructions clearly and concisely.
- Compile and analyze complex information, and research and develop solutions to complex issues.
- Meet with and assist SIM team leaders in planning and directing activities, explaining and implementing decisions, and resolving significant issues involving team members.
- Conduct research regarding employment issues, benefits, workers compensation and personnel procedures and working with Counsel, apply the conclusions to SIM’s personnel policies and practices.
- Develop, implement and manage a centralized recruiting process.
- Demonstrate skills critical for managerial success including leadership, decisiveness, flexibility, sound business judgment, and highly developed personal, analytical and communication skills.
- Stay informed on latest development in human resources, applying innovative approaches to both improve SIM and to address any current issues.
- Monitor workforce engagement and implement actions to constantly lift engagement levels.

## ADDITIONAL RESPONSIBILITIES:

- Ensure all work is performed within company, state, and federal regulations, standards, statutes, policies, and procedures.
- Assist in hiring, including developing job descriptions and job advertisements, for recruitment process and interviewing candidates.
- Manage actions and proceedings brought against SIM arising in connection with employment, benefits and workers compensation issues, including preparation of responses to EEOC charges and management of outside counsel.
- Maintain all personnel files, I-9 records, drug and alcohol screening and background investigation results, and other personnel records, and ensure SIM is in compliance with all laws and regulations and demonstrates “best practices” in regard to personnel information management.
- Analyze benefits options and cost alternatives for providing employee benefits, recommend benefits program modifications and implement approved benefits modifications.
- Work with senior management to craft consistent, equitable and competitive compensation and incentives.
- Develop and implement human resources programs and policies and periodically update SIM’s Team Member and Team Leader Handbooks.



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- Serve as a resource for team leaders in handling employee issues and assist them in counseling employees, conducting evaluations, staff training, problem-solving and consensus-building.
- Oversee the Organizational Development & Training function and develop employee training programs.
- Develop, implement and participate in employee recognition programs.
- Enhance job performance by applying up-to-date professional and technical knowledge gained by attending seminars and conferences and reviewing professional publications.
- Perform other duties as assigned by President or other senior management.

### **QUALIFICATIONS, EDUCATION, TRAINING AND SKILLS:**

- Bachelor's degree in HR Management or related discipline required.
- Relevant experience across all HR disciplines, including employment, benefits, compensation, employee relations, training and development, workers compensation and conflict resolution.
- PHR certification required; SPHR certification preferred.
- Experience working with a diverse workforce.
- Remain flexible in order to adapt to changes in work environment.
- Excellent time-management, problem-prevention and problem-solving skills.
- Maintain confidentiality of sensitive information.
- Work effectively, professionally and tactfully with SIM's diverse workforce, team leaders, senior staff, and outside companies and public agencies.
- Possess a work ethic that includes neatness, punctuality and accuracy.