

*Reports to:* Director of Operations

*Responsibilities:*

1. The Human Resources manager works closely with the ADO for the recruitment, scheduling and retention of qualified personnel.

*Principal duties: (include, but are not limited to)*

1. In conjunction with the ADO develops and implements a monthly schedule of staff assignments at least thirty (30) days in advance of current date.
2. Conducts all scheduling matters during regular business hours at the Cooperstown office in conjunction with the ADO and the Communications Supervisor.
3. Maintains written and electronic records of scheduling matters at the Cooperstown office.
4. Maintains confidential personnel files for each employee at the Cooperstown office.
5. In conjunction with the management team, develops and maintains an employee evaluation system.
6. In conjunction with other members of the management team, schedules and conducts new employee interviews.
7. Assists the Director of Training and Field Training Officers with orientation and training of new employees.
8. Assists the Treasurer with payroll issues as necessary.
9. Other duties as assigned.

*Qualifications:*

1. Good understanding of personnel staffing issues.
2. Knowledge of laws pertaining to employment.
3. Effective written / verbal communications skills.

*Effective:*

November 2000