

Polar Communications Job Description

Job Title: Human Resources Manager
Department: Human Resources
Reports To: General Manager/CEO
FLSA Status: Exempt
Prepared By: Human Resources
Approved By: General Manager/CEO
Approved Date: 09/01/2021

To Apply: Send your resume to careers@polartel.com by September 30th, 2021 to be considered.

The successful candidate will have a bachelor's degree in a related field or five + years of HR experience. Polar offers great benefits including health, dental and life insurance, short and long term disability, retirement plan with an employer contribution and a discount on company provided services.

SUMMARY

The Human Resources Manager (HR Manager) is responsible for strategic leadership, including the design and implementation of initiatives that promote accountability to the organization's culture. Develops, directs and coordinates human resources activities such as employment law, policy development, compensation, benefits, CWA contract, recruitment, training and employee relations in a friendly, knowledgeable and confidential manner.

The employee performing in this position shall be directly responsible to the General Manager/CEO. The employee shall cooperate and work with all other department heads for the maximum benefit of the company or as directed by the General Manager/CEO.

The employee shall work a regular 40 hour week. This position does not qualify for overtime. The salary is to be determined by the General Manager/CEO according to the salary guidelines approved by the Board of Directors.

The employee shall adhere to approved published company policies and receive all benefits and privileges cited therein.

This employee must possess an exceptional positive attitude and have the ability to work and get along with other employees. As the opportunity arises, be able to meet and deliver exceptional customer service to Polar's customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned by General Manager/CEO.

- Recruit, interview and hire professional, technical and support staff with the assistance of applicable department managers and/or the General Manager. Develop and implement new employee and director orientation programs. Develops and implements systems for staffing requirements and forecasting.
- Participates in industry compensation & benefit surveys, analyzes wage and salary reports and data, develop salary ranges and compensation

administration programs, including meaningful standards and incentives for performance pay, to determine competitive compensation plans in a fair and consistent manner.

- Research, develop and monitor employee handbook policies and procedures. Provide directives advising department managers of company policies regarding equal employment opportunities, compensation, CWA contract, and employee benefits.
 - Administer employee benefits that includes but is not limited to: health, dental, life insurances, short and long term disability plans, Retirement and Security Program, 401(k) plan, cafeteria plans, and wellness program while maintaining personnel records and archives. Remains knowledgeable of benefit plan specifications while answering questions on an as-needed basis.
 - Ensures policy compliance with relevant federal, state and local laws affecting employment and consults legal counsel as required. Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.
 - Provides training to new hires and on-going support to all. Reviews, submits and coordinates workman's compensation insurance claims. Manages all pre and post employment drug testing.
 - Maintains current knowledge and understanding of regulations, compliance, best practices, and applicable laws related to the organization's HR functions. To include but is not limited to; EEOC, FMLA, ADA, and other annual postings or employment law as needed.
 - Develops, maintains and coordinates performance appraisal programs utilizing Threads for the General Manager and all staff. Provides training to those completing reviews for fairness and consistency. Updates Threads with Goals company-wide as needed.
 - Research available training, coordinate and/or develop suitable programs for employees. May perform registrations and maintain associated records and attendance reports for training and compensation purposes.
 - Deliver presentations to General Manager and/or Board of Directors regarding human resources policies and practices.
 - Takes a leadership role in building and improving the culture of the company while insuring fair, consistent and transparent communications and practices for all employees.
 - Coaches Department Heads, Supervisors and employees on employee relations topics, investigating and resolving issues while providing support and resources on an on going basis.
- *Completes all other duties as assigned by General Manager/CEO.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

- Knowledge of human resource practices and principles.
- Strong ability to interpret state and federal law in accordance with Polar policies and CWA contract.
- Excellent oral and written communication.
- Ability to communicate with all internal employees and various business contacts in a professional and courteous manner while carrying out the work of the Cooperative.
- Knowledge of telecommunications in order to attract, retain and mentor employees.

- Knowledge of supervisory principles and practices.
- Skill in operating various office equipment such as personal computer, various software programs, general office equipment, and telephone systems.
- Skill in reading and interpreting technical documents and information.
- Considerable knowledge of English, spelling, arithmetic and vocabulary.
- Considerable skill in communicating expectations with requests and projects and follow through to completion.
- Advanced reasoning ability with skill in identifying problems and resolutions.
- Considerable ability to communicate well with a positive and friendly manner, both orally and in writing.
- Considerable ability to maintain efficient workflow.
- Ability to pay close attention to detail and the ability to maintain memory for an attention to details.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) from four-year college or university; or five years of appropriate/related experience and/or training that can completely replace education; or equivalent combination of education and appropriate experience. PHR or SHRM-CP preferred but not required.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid and insurable driver's license in good standing under the Company's insurance plan is required.

PHYSICAL DEMANDS

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.				X
Hearing: Must be able to hear well enough to communicate with Employees and business contacts. The noise level in the work environment is usually quiet to moderate.				X
Standing/Walking:		X		
Climbing/Stooping/Kneeling:		X		
Lifting/Pulling/Pushing: Must be able to lift, pull and/or push up to 20 pounds.		X		
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				X

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions upon request.