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Human Resources Manager

Location: Albuquerque, NM

Classification: Full-Time (Administrative Exempt)

Job Summary: The Human Resources (HR) Manager is directly responsible for the overall administration, coordination and planning of the human resources function within the organization while supporting operational needs. This position guides and manages the overall provision of HR services, policies, and programs within a small company while performing tasks in the following key areas: employer-employee relations; labor relations; recruiting and staffing; hiring processes; onboarding / off-boarding administration; employee training design, tracking, and administration; file management; benefits administration; performance management tracking; procedure and process writing; compensation planning; policy implementation; employment and compliance with regulatory concerns.

HR Manager assists with employee safety, welfare, wellness and health programs, in addition to planning team-building activities and charitable giving suggestions on behalf of the company. The HR Manager assists and advises company managers about Human Resources issues.

A successful candidate will be a detail orientated HR professional with the ability to work in a team environment. Candidate must be willing to assist other departments and motivated to assume additional responsibilities.

Essential Functions & Responsibilities:

- Plans, organizes and implements all activities of the HR department. Develops and administers various human resources plans and procedures for all company personnel. Serves as the primary resource for HR-related questions from employees.
- Conducts a continuing study of all HR policies, programs, and best practices to keep top leadership informed of new developments. Develops, recommends and implements employment policies and procedures to effect continual improvements within the organization.
- Leads company compliance with all existing governmental and labor legal and government reporting requirements including any related to the FLSA, EEOC, ADA, FMLA, ERISA, DOL, workers compensation, OSHA, etc. Proactively works to protect the company's assets, assess risk, and reduce liabilities. Protects the interests of the company and employees in accordance with company policies, governmental laws and regulations.
- Directs the preparation of information requests or required for compliance with laws. Serves as primary contact with employment law attorney, union representatives, and regulation agencies.
- Participates in labor relations meetings, negotiations, and arbitration hearings. Interpret and administer Collective Bargaining Agreement (CBA) and/or other contracts (including Independent Contractor Agreements and Scope of Work documents) to prevent and/or resolve work-related issues quickly, effectively and with minor financial risk to the company. May occasionally modify pre-written Independent Contractor Agreements.

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- Recommends employee relations practices to managers and top leadership. Advises, coaches and trains managers and employees in their communication, feedback, recognition, coaching, counseling, termination, and interaction responsibilities.
- Conducts workplace investigations, handles employee grievances, and makes recommendations to managers and top leadership on appropriate handling of disputes and administration of disciplinary/corrective actions when necessary.
- Leads and conducts the standard recruiting and hiring practices for all exempt, non-exempt and temporary employees; writes and places advertisements within allocated recruitment budget; works with department managers to screen and interview candidates; conducts reference checking; initiates pre-employment background and drug screening; conducts job-related knowledge tests and/or behavioral testing using a third-party; extends job offers; conducts new-employee orientations; tracks job-specific training programs, performance development, and employee relations counseling.
- Maintains in-house employee training system and external learning management system (LMS) that addresses company training needs including training needs assessment, new employee onboarding, job-specific training, refresher training, management development, and cross-training. Maintains employee training records.
- Coordinates and tracks training programs throughout the organization, and collaborates with department managers to continuously improve company and job-specific training content, methods, and tracking. Assists managers with the selection and contracting of external training programs and consultants.
- Implements and periodically updates the company's formal compensation program; rewrites job descriptions as necessary; conducts periodic salary surveys; analyzes compensation and establishes pay bands that help recruit and retain superior staff; monitors pay practices and systems for effectiveness and cost containment.
- Communicates with payroll department on a weekly basis to ensure employee status and benefit changes are properly recorded and submitted.
- Assists managers and top leadership in tracking and completion of employee performance reviews.
- With the assistance of benefit brokerage firm, obtains cost-effective, employee-serving benefits; monitors benefit environment for options and cost savings. Leads the development of benefit orientations and training for employees. Performs benefits administration to include claims resolution, change reporting, approving invoices for payment, performs annual re-evaluation of policies for cost-effectiveness. May report ACA compliance requirements.
- Establishes and maintains department records and reports. Develops and maintains affirmative action program; files EEO-1 annually; maintains other records, reports and logs to conform to EEO regulations. Monitors the tracking of OSHA-required data and completes the OSHA 300, 300A, 301 forms annually on behalf of the company.
- Provides HR metrics and analytics to top leadership to support the accomplishment of the Company's strategic and quality goals. Prepares periodic reports for top leadership, as necessary or requested, to track metrics and goal accomplishment.
- Assists with the development and maintenance of the HR sections of the company website, particularly recruiting, culture, and company information; and the employee Intranet, newsletters, and so forth.

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- Participates in administrative staff meetings and attends other meetings, such as seminars. Maintains organizational charts and employee directory.
- Supports staff with special projects as needed. All other tasks as assigned.

Knowledge/Skills/Abilities Required:

- Requires a bachelor's degree in Human Resources Management, or a related field is required.
- A minimum of 5 years' direct human resources experience required. Well-rounded exposure to Human Resources Management and/or HR Generalist functions is necessary, including a strong knowledge and understanding of Federal and multi-state employment laws.
- PHR/SPHR or SHRM-CP/SHRM-SCP certification is highly preferred.
- Strong Microsoft Office skills (Excel, PowerPoint, Word) and communication skills, both orally and written, are necessary. Prior experience presenting in front of groups (20+ or more) is highly desirable.
- Prior experience working in an ISO 9001 certified business, federal contracting, or engineering/manufacturing environment is highly preferred.
- Ability to work effectively in a fast-paced, changing environment where a high degree of flexibility is required.
- Reliable, flexible, detailed, and focused individual self-sufficient in carrying out his/her job responsibilities.
- Ability to manage multiple programs and projects effectively and efficiently.
- Exceptional organizational and communications skills.

Physical Demands:

- While performing the duties the employee is:
 - Constantly balancing, maintaining body equilibrium to prevent falling while walking, standing, and sitting.
 - Frequently standing and walking.
 - Constantly reaching, extending hand(s) and arm(s) in any direction.
 - Constantly using fingers in motion such as, picking, pinching, or typing.
 - Constantly grasping, applying pressure to an object with fingers and palm of hand.
 - Occasionally lifting, raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
 - Constantly using repetitive motion with wrists, hands, and/or fingers.
- Position requires light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires occasional lifting and transporting of items weighing up to 50 lbs.
- This position functions in an office and technical environment and requires fine manipulation and simple grasping in order to utilize equipment, computer, and other standard office equipment such as telephone, fax machines, copiers, printers, and other equipment.
- Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.

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- Employee frequently works in a professional office environment and constantly with computer equipment and moderate amounts of noise and activity.

Note: For the purpose of this summary, occasionally is used to represent up to 1/3 of the time given to the work day, frequently represents 1/3 to 2/3 of the time and constantly represents 2/3 or more of the time.

Other Requirements:

- Must be a U.S. citizen or have the legal right to work within the United States.
- Must be able to successfully pass a pre-employment background and drug test.
- National security clearance requirement: This position may require obtaining a U.S. DoD security clearance. Candidate must have the ability to obtain and maintain security clearance in order to work on projects/programs.

Compensation:

- Rate of pay will be commensurate with education and experience. Senspex offers an excellent benefit package including medical, dental, vision coverage, additional supplemental insurance options, retirement plan, and paid time off.

Work Environment:

- Senspex is a small company requiring flexibility for multi-task, cross-departmental functions. We recognize that our most important assets are our employees. We are an equal opportunity employer with offices in Albuquerque, NM; Orlando, FL; and Ft. Irwin, CA.
- Office environment, Monday-Friday 8AM-5PM.
- Requires local and national travel, approximately 10-20%.

I have read and understand the job description. I verify that I understand and meet the requirements and am able to perform the essential functions and duties of the position, with or without reasonable accommodation.

Print Employee's Name

Employee's Signature

Date

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice by the company. *This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will."* The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.

HRD-PCY-0001-06 Equal Employment Opportunity & Affirmative Action

Senspex is an equal opportunity employer. Employment related decisions are based on ability, skills, and company needs. Except where there is a business necessity of a bona fide occupational qualification, no employment decision or practice is based upon race, color, religion, sex, age, sexual orientation, gender



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identity, national origin, disability, serious medical condition, genetic information, veteran status, or any other characteristic protected by Federal, New Mexico State law, and/or local ordinances.

As part of the company's equal employment opportunity policy, Senspex will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities. The Affirmative Action Program sets forth the specific affirmative action and equal employment opportunity responsibilities of top leadership, managers, and all Senspex employees. This program also includes training programs, outreach efforts, and other positive steps to ensure diversity and equal opportunity within Senspex.