

Job Classification: Exempt, Full-Time

Work Schedule: Monday – Friday, 8-5

Compensation: Pay Grade: 10** (\$36,769 - \$55,154)

***Please note: the minimum salary for this position is \$36,769 per year. Target beginning salary is \$45,000. Actual salary will be determined based on the candidate's experience and education. The range indicated includes both typical hiring range and future progression.*

Reporting Relationship: Vice President of Operations/CFO/CHRO

Closing Date: Open until filled

Primary Accountabilities:

The Human Resource (HR) Generalist is a professional who oversees the human resources responsibilities and activities of Manhattan Area Technical College (MATC). The HR Generalist's responsibilities include but are not limited to; managing the recruitment/hiring process, payroll administration, employee relations, and compliance.

Major Duties:			
1.	<p>Recruiting/Employment:</p> <ul style="list-style-type: none"> • Consults with VP Operations/CHRO and Hiring Manager to identify needs for vacant position (job description, education, skills/requirements) • Manages advertisements of vacant positions; • Facilitates the candidate screening, selection of candidates for the interviewing phase, interviews, and hiring processes; • Track open position progress from start to hire • Follows up with Hiring Manager to ensure timely and appropriate hiring for any vacant positions; • Checks candidate references and credentials, verifying experience and backgrounds' • Coordinate and conduct new employee orientations. • Completes Forms I-9, verifies I-9 documentation and maintains I-9 files. 	40	%
2.	<p>Payroll Administration</p> <ul style="list-style-type: none"> • Implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions; • Ensures accurate and timely processing of payroll updates including new hires, terminations, changes to pay rates, benefits and leave; • Prepares and maintains accurate records and reports of payroll transactions; • Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices; • Facilitates audits by providing records and documentation to auditors. 	30	%
3.	<p>Employee Relations:</p> <ul style="list-style-type: none"> • Investigates and pursues resolution of interpersonal conflicts and similar workplace problems; • Conducts exit interviews to identify ways to improve staff retention; prepares summary of findings for administration or other appropriate staff; • Advises and trains supervisors in best employee relations practices and strategies for managing supervisor problems and employee grievances. Develops further training as needed. 	15	%

	<ul style="list-style-type: none"> Assists supervisors on continuous improvement recommendations to reinforce teamwork, creativity, and an entrepreneurial mindset throughout the organization. 		
4.	<p>Evaluations:</p> <ul style="list-style-type: none"> Check reviews and review form for accuracy, work with VP Operations/CHRO and department Supervisor/Manager to work within established deadlines; Track annual employee evaluations. 	5	%
5.	<p>Accidents:</p> <ul style="list-style-type: none"> Investigates accidents and prepares reports for employee workers compensation claims and enhances supervisor awareness of this topic with an emphasis on reducing risk and cost to the institution. 	5	%
6.	<p>Other duties and responsibilities:</p> <ul style="list-style-type: none"> Analyze and compile HR data into reports and presentations to faculty, staff, administration and Board of Directors as needed; Works closely with Operations Coordinator to assist with benefits administration; Maintains accurate and up-to-date human resource files, records, and documentation; Enforces institution policies and practices. 	5	%

Qualifications:

- Bachelor's degree in Human Resources, Business Administration or related field
- Two to four year's full-time work-related experience;
- Experienced in payroll processes;
- Excellent time management skills with a proven ability to meet deadlines
- Self-starter who will take initiative to effect positive change;
- Proficiency in computer applications including, but not limited to, word processing, spreadsheet, and database;
- Strong, demonstrated oral and written communication skills;
- Ability to work independently, as well as in a team environment;
- Strong, demonstrated organizational skills;
- Accuracy and attention to detail;
- Ability to preserve confidential information;
- Analyze processes in place for improvement opportunities;
- Incumbent may be expected to perform the following during any part of the working day: speaking, observing, hearing, hand/eye coordination for computer operations;
- Ability to remain tactful, calm, and persuasive in controversial and/or confrontational situations.
- Ability to function well in a high-paced and at times stressful environment;
- Consistency of temperament.

Physical Demands:

- Ability to sit for extended periods.
- Ability to read computer screens and mail, email, talk on the phone.
- Ability to work occasional evenings and weekends.

Work Environment:

- Professional and deadline-oriented environment in an educational setting.
- Interaction with students, staff and guests.

NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS

1. This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.
2. Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an “at-will” employee.
3. All employees of Manhattan Tech are considered “responsible employees” pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations.
4. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.
5. All ‘offers of employment’ are subject to criminal background check prior to employment.

Employee

Date

Supervisor

Date