



## Human Resources Manager

### Job Description

The Human Resources (HR) Manager is responsible for ensuring that HR services and strategies are value added, effective, and aligned with the business objectives of EPIC. The HR Manager will provide backup and support to the leadership team for all functions related to tactical and strategic operations. This role is expected to contribute to the growth of EPIC through the development and administration of strategic initiatives in areas such as recruitment, employer brand marketing, and employee engagement.

### Essential Duties and Responsibilities:

- Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Provides support and guidance to management, and other staff when complex, specialized, and sensitive questions and issues arise; administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental supervisors and managers to understand skills and competencies required for openings.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned and needed.

### Required Skills / Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.

- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

**Education and Experience:**

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- A minimum of three years of human resource management experience preferred.
- Professional certification, such as SHRM-CP or PHR highly desired.

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.

**Occupational Hazards**

- May be exposed to hazards such as:
  - Medical, chemical, biological, and normal pet waste; loud noises, bites and scratches

**Reports to: Practice Owner**

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

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