



Human Resources/Staff Training Manager

Muhlenberg Job Corps Center - Greenville, Kentucky

The Human Resources/Staff Training Manager position provides support to the Center through assistance with all aspects of human resources including employee relations, development, regulatory compliance, compensation initiatives, recruitment, and oversight of training and benefits administration. Follows policies and procedures in accordance with Department of Labor (DOL), Office Federal Contract Compliance (OFCCP), Policy Requirement Handbook (PRH), and Center requirements.

- Plans, organizes, and administers work activities required by the Human Resources Department.
- Prepares and submits required reports in a timely and accurate manner.
- Coordinates with department heads and finance & administration on payroll processing and time-card submission.
- Validates paid time off (PTO) balances against PTO requests to ensure accuracy.
- Coordinates employment activities, including recruitment, reference checks, and related employment matters.
- Supervises the preparation and maintenance of procedures for new hires, transfers, separations, salary changes and other personnel practices.
- Maintains the wage and salary administration program, including labor grades, position assignment and related wage and salary administration matters.
- Administers employee benefits
- Provides guidance and assistance to supervisory in the administration of the progressive discipline system.
- Processes employee payroll information and HRIS information accurately and in a timely manner.
- Fosters a high level of engagement and performance from all employees.
- Coordinates staff performance appraisals, compiles evaluation ratings from department managers, and prepares a summary report outlining overall ratings that is used for recommending salary adjustment, merit increases, or one-time bonuses.
- Develops and implements Staff Training and Affirmative Action Plan; Administers incentive programs.
- Monitors the use of overtime and substitute staff in all department areas. Reports any problematic occurrences to the Center Director.
- Establishes procedures and conducts periodic self-evaluation and audits to ensure integrity, accountability, and prevention of fraud and program abuse. Assurance compliance with company quality assurance efforts.
- Ensures the safety, health, and security of students, staff, and property.
- Ensures all employee records are properly and timely maintained and secured.

Education: Bachelor's degree in human resources or related field with five to seven years of experience required. SHRM Certified Professional Certification (SHRM-CP) or Professional in Human Resources Certification (PHR) preferred. Supervisory experience preferred. Valid State Driver's License.

Other requirements/skills: Above average public speaking skills and experience; Excellent verbal and written communication skills; Must possess intermediate computer skills and be proficient with Microsoft Office Suite.

Applicants may apply by submitting cover letter and resume to:

insightshr@insightssl.com

Deadline: August 11, 2017

Insights Training Group, LLC is an equal opportunity employer that recognizes the value of a diverse workforce. All qualified individuals will receive consideration for employment without regard to race, color, age, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, genetic information, or any other criteria protected by federal, state or local law.