

## Title: Human Resource Manager

Program: Administration

Reports to: Executive Director

### Job Summary

Responsible for the maintenance of employee records.

### Duties and Responsibilities

1. Maintains individual employee record files. Ensures that the information maintained in such files is properly safe guarded as privileged information and is handled in such a way as to preclude any unauthorized disclosures.
2. Assists in preparing advertisement for staff recruitment and in performing other activities related to employee screening and selection.
3. Assists in conducting orientation sessions for new employees advising them of personnel policies, job standards and other pertinent factors.
4. Receives and Files all incoming applications for use in selection of filling vacant position. Provides Project Director with this information.
5. Responsible for all in-coming federal registers and keeping on file any information pertaining to CAA or other funding agencies. Also responsible for seeing that this information is distributed to the proper sources.
6. Work with supervisory staff appointed by Director in revising and updating Personnel Policies and Procedures.
7. Assist in contacting Institutions/consultants to train Head Start staff and other staff as needed.
8. Assume other duties as outlined by the Executive Director.

### Qualifications

1. Must have at least two years of college education or experience in program planning and/or personnel management.
2. Must have a basic understanding of people's needs and their correlation with other factors that may contribute to social and economic conditions.
3. Must have the ability to develop and implement plans and techniques that are directed to eliminating poverty in that target area.
4. Must be capable of communicating information by both written and oral means that is readily understood.
5. Must have a valid driver's license.

### Supervisory Relationships

Works under direct supervision of the Executive Director.

Applications can be download at <https://www.cacctc.com/download/cacctc-employment-application/> and emailed to hr@cacctc.com