



Human Resources Manager

Summary of Position

The **Human Resources Manager** is responsible for assisting the Director of Human Resources with a variety of Human Resources functions. This position is both a strategic and hands-on role that provides full cycle HR support to our workforce, and is critical in executing our HR initiatives, providing outstanding internal employee support, and driving HR functional excellence and process improvement. The HR Manager will ensure that strategies, plans and practices relating to employees are clearly communicated and executed and are consistent with company goals and objectives and in compliance with federal, state, and local laws.

Essential Duties & Functions

- Supports Director of Human Resources with the oversight of the HR department and initiatives that support and engage our workforce.
- Guides and champions employees and managers through the full employment cycle from recruitment to separation. Collaborates with managers and employees through HR processes, tools and initiatives, related to performance, policies, disciplinary action, conflict management and general coaching/mentoring. Assist and guide Supervisors/Managers to draft and execute corrective action, performance improvement plans and facilitating performance discussions.
- Maintain an on-going presence with employees to assess and address employee's issues and concerns; partner with management regarding workforce issues, perform investigations of employee complaints and counsel managers, supervisors and employees in addressing performance and other employee relations issues.
- Execute and drive HR strategy as directed by the Director, HR including: learning and development, rewards & recognition, organizational design and effectiveness, performance management, talent assessment, benefits and wellness.
- Assess training & development needs. Coordinate, implement and facilitate training presentations to employees including new employee orientation, webinars, annual benefit enrollment and general meetings, seminars, performance management, HR clinics, etc.
- Communicate, enforce and maintain employment law and regulation procedures, Company policies and compliance. Assess and recommend new approaches, policies and procedures to effect continual improvements in business objectives, productivity and development of HR within the company
- Compile and analyze HR data as needed
- Manage the visas and sponsorship application process
- Plan, coordinate, implement and participate in various HR events and initiatives that promote employee engagement and a positive organizational culture
- Works independently and proactively. Interfaces with employees and management regularly addressing questions and issues.
- Support all areas of the HR function. Perform general administrative duties and participate in special projects and other duties as assigned to support the HR department.

Essential Job Knowledge & Skills

- Bachelor's degree in HR, business or related with 5+ years' experience in a Human Resources generalist role. Prior HR experience in a union environment preferred.
- At least 2+ years of prior supervisory/management experience in an HR department overseeing HR employees.



- SHRM or HRCI certification preferred.
- Must be proficient in MS Office (Excel, Word, PowerPoint...) with a solid background and understanding of Human Resources Information System (HRIS) platforms, and HR related software applications (i.e. Workday, applicant tracking systems, etc.).
- Must possess strong employee relations and investigation skills with a keen attention to detail. Prior experience conducting highly sensitive, company investigations required.
- Excellent verbal and written communication, interpersonal and service orientation skills required. Must embody approachability and instill trust in others.
- Must be able to maintain open communication and escalate issues and concerns to Director and leadership immediately.
- Ability to understand the business and how HR can support Company leaders on optimizing performance, strategies and development needs to align with organizational goals.
- The ability to inspire and motivate the team to achieve excellence in terms of customer support and core HR processes
- A true hands-on approach as well as the ability to successfully monitor the "pulse" of the employees to ensure a high level of employee engagement.
- Must have the ability to handle and maintain various employee issues and sensitive employee data in a confidential and sensitive manner.
- Must possess excellent administrative, organizational and interpersonal skills.
- Must possess strong presentation skills. Ability to present in meetings, trainings, webinars and conference calls to large groups of employees and leadership.
- Able to work under pressure and handle multiple projects/assignments simultaneously meeting aggressive deadlines.
- Must possess the initiative to take on assignments and work independently and collaboratively and cohesively as part of a team.
- Ability to liaison or mediate conflict and employee relations matters.
- Must be willing and able to work a varied and flexible schedule including with varying hours as needed and assigned to support business needs.

Physical Requirements

- The Company requires that the successful candidate hired for this position be fully-vaccinated for COVID-19, absent being granted an accommodation due to medical, pregnancy, or sincerely held religious belief or other legally required exemption. If you are selected for this position, you will be asked if you are able to meet the requirement.
- Must be willing and have the means to travel to Newsday office as needed.

Newsday is an Equal Opportunity Employer. In addition, Newsday provides a reasonable accommodation for applicants/incumbents with disabilities. Please advise Human Resources if you require a reasonable accommodation.

Applications may be submitted at:

https://newsday.wd1.myworkdayjobs.com/Newsday/job/Melville-NY---Corporate-Center-Drive/Mgr---Human-Resources_R914-1