**FOX RIVER VALLEY ETHANOL, LLC**

**JOB DESCRIPTION**

**TITLE :** Human Resource Manager **STATUS:** Exempt

**REPORTS TO:** President-General Manager **UPDATED:** October 2019

**Position Summary:**

The Human Resource Manager will lead and direct the functions of the Human Resources department by partnering with the leadership team in developing and delivering strategic HR plans; hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

**Primary Responsibilities:**

1. Learns, understands, and complies with all plant safety rules and regulations at all times. Holds self and others accountable for safe operations, wears required PPE, actively participates in regular safety training and testing.
2. Provides support and guidance to the HR Coordinator, management, and other staff when complex, specialized, and sensitive questions and issues arise.
3. Plan, monitor, and appraise HR activities by hearing and resolving employee grievances, training managers to coach and discipline employees, and counseling employees and supervisors.
4. Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
5. Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants; collaborates with departmental managers to understand skills and competencies required for openings.
6. Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
7. Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

**Work Relationships:**

Reports directly to the President-General Manager. Manages and works directly with the HR Coordinator at Ace Ethanol. Works closely with the Management Team, and regular contact with all other employees. Frequent contact with business vendors and office visitors.

**Performance Expectations and Competencies:**

* 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 computer systems.
* Travel throughout locations up to 30% of the time.

**Knowledge, Skills and Abilities:**

* Bachelor’s degree in Human Resources, Business Administration, or related field required.
* A minimum of three years of human resource management experience preferred.
* SHRM-CP or SHRM-SCP or PHR or /SPH highly desired.

**Working Conditions:**

* 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.
* Wear and appropriately use all required personal protective equipment (safety glasses, steel toe shoes, hearing protection, hard hats, etc.)

# This job describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. Employees may be required to perform other job-related duties as requested by management. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.