

**SOUTH TAHOE REFUSE COMPANY  
TAHOE BASIN CONTAINER SERVICE  
DOUGLAS DISPOSAL, INC.**

**Human Resources Manager**

**SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from the Company President, Board of Directors (Board) and coordinates with other management staff. **Salary range:** \$30 to \$35 per hour, depending on experience.

**ESSENTIAL DUTIES**

- Administers pre-employment and orientation process for new employees; coordinates recruitment and selection process of new employees.
- Administers health and life insurance enrollment processes. Completes all required forms and notifications relating to health and life insurance. Along with the Treasurer, serves as a point of contact for the insurance company on policy issues and plan updates.
- Administers insurance claim issues and assists employees with benefit and claim questions.
- Researches, interprets, and applies local, state, and federal employment laws, rules and regulations, and personnel policies, in order to assist employees regarding various personnel procedures, policies, programs, employment opportunities, benefits and other related human resources, safety, or risk management programs, including FMLA and CRFA laws and regulations.
- Serves as Company's Workers' Compensation Claims Coordinator by coordinating medical care, claim submission, work restrictions and coordination with Claims Administrator on all issues pertaining to an employee's workers' compensation claim.
- With direction from the Board of Directors, responsible for the development and maintenance of Personnel policies and procedures and updates same as needed.
- Coordinates with Supervisors on employee discipline procedures, including written and verbal warnings, Corrective Action Plans, and terminations.
- Ensures employees receive proper training to comply with state and federal requirements.
- Attends and helps to schedule Safety meetings for each department on regular basis.
- Provides direction to management in accident investigation as well as review of near-misses and questionable behavior. Ensures compliance with various safety and personnel regulations.
- Responsible for reporting of annual OSHA log and EEOC data. Serves as point of contact for OSHA compliance.
- Responsible for creating policies and procedures that ensure health and safety requirements in the workplace are being met. Oversees Safety Data Sheet program.
- Responsible for anti-harassment, anti-discrimination, and Violence in the Workplace policies and ensuring Company is following all applicable laws related to such programs. Serves as point of contact for investigations into policy violations. Responsible for employee discipline.
- Oversees Drug & Alcohol program, with assistance from Recycle Center Manager, and coordinates with management in administering Substance Abuse Management Plan for employees as necessary.
- Oversees Driver Eligibility Program, with assistance from Recycle Center Manager.
- Performs periodic review of and maintains accurate and up-to-date job descriptions.
- Verifies requests for information on previous and current employees.

- Adheres to and enforces stated safety policies and procedures and ensures confidentiality of employee information.

## **QUALIFICATIONS**

### **Education and/or Experience:**

Any combination of education and/or experience that has provided the knowledge, skills and abilities described below, necessary for satisfactory job performance, such as at least 5 years of experience in human resources. Education and related certifications are desirable. Employee must satisfactorily demonstrate possession of required knowledge, skills and abilities during a prescribed probationary period and must continue to maintain these attributes throughout the duration of employment.

### **Knowledge of:**

- Human resources and labor law practices and regulations, including
  - FMLA/CFRA guidelines & requirements
  - California state programs such as State Disability Insurance and Paid Family Leave
  - OSHA requirements, including COVID response
  - Workman's comp
  - Hiring and termination best practices
  - Employee drug testing programs
- Computer-based systems,
- Purposes and uses of a variety of office equipment.

### **Ability to:**

- Work independently at the direction of the President, Board and management,
- Advise Department Managers on human resources and labor laws and regulations, assist in implementing employment actions,
- Maintain confidentiality as required by law,
- Deal with a broad range of people in a courteous, tactful and fair manner,
- Maintain accurate records, perform accurate mathematical calculations and develop and maintain accurate spreadsheets and reports,
- Maintain a professional appearance and demeanor in compliance with business standards,
- Perform assigned tasks in a safe manner and abide by safety rules,
- Understand and carry out oral and written directions and effectively communicate with co-workers and the public,
- Establish and maintain cooperative relationships with supervisors, other employees, and the public.

## **EXAMPLE OF EQUIPMENT USED**

A variety of office equipment, including computer-based systems.

## **ENVIRONMENTAL CONDITIONS**

Work is performed indoors, on two to three floor levels, in an office environment and includes moving throughout Company facilities. Both public and company vehicles circulate throughout the facility. There is potential for exposure to oily, wet and icy surfaces around the facility. This position involves working closely with others.

This is an exempt position. Normally, employee will maintain regular office hours, unless authorized by the President. For safety purposes, all employees must notify their Supervisor when they are scheduled to be out of the office/off Company property.

Sitting is required for continuous periods of up to 7.5 hours during an 8-hour shift. The normal time spent in the performance of tasks without a break is 2 hours, at which time a 15 minute break or one hour unpaid lunch period is provided. Safety equipment is available to each employee for specified tasks.

### **PHYSICAL DEMANDS**

May be required to pass a pre-employment physical examination by a company physician based on this job description, and subsequent physical evaluations as may be deemed necessary, must pass a pre-employment drug screen and participate in the ongoing company drug testing program.

#### **Hearing**

Normal hearing and ability to speak clearly to communicate with co-workers and the public under active, noisy conditions, via telephone and radio.

#### **Vision**

Normal, corrected vision is necessary on a continuous basis for the majority of all duties.

#### **Coordination & Dexterity**

Finger dexterity and arm-hand steadiness to work accurately and efficiently with office equipment. Must have coordination and ability to balance for periods while moving throughout the Transfer Station facility, up and down stairs, over objects and near uneven surfaces. Must be able to bend, stretch and reach on an intermittent basis, such as to retrieve files and lift awkward objects. Must have sufficient range of motion to lift arms to shoulder height, and above and below, for such activities as retrieving office supplies and storing records.

#### **Physical Strength**

Must have muscle force to lift and carry heavy objects ranging up to 25 pounds and the trunk strength and stamina for sitting, bending, twisting, and standing during regular shift.