



## **Job Description**

**Position Title:** Human Resources (HR) Manager

**FLSA Status:** Exempt

**Position Reports to:** Chief Executive Officer (CEO)

**Full Time/Part Time:** Full Time

**Date:** June 2021

### **Position Overview**

Save the Chimps (STC) operates the largest privately funded chimpanzee sanctuary in the world. Located on nearly 150 acres on the Treasure Coast of Florida, the Sanctuary provides high quality clinical and lifetime care and enrichment for chimpanzees rescued from research laboratories, entertainment, and the pet trade.

Save the Chimps was established in 1997 and is home to over 200 chimpanzees. The work of the organization is accomplished by a nonprofit board of directors, more than 60 full-time employed staff, and a number of community volunteers.

The HR Manager is responsible for implementing all day-to-day HR operations across the Sanctuary including employee relations, recruitment, benefits, performance reviews, and compensation. This position will be based onsite at the Sanctuary and working hours are Monday – Friday 8:00am – 5:00pm, although some HR issues may arise after hours and on weekends that need immediate attention.

A key function of the role is to act as a collaborative and supportive member of the STC Management Team who is tactically strong in developing and implementing policies, procedures, and programs that foster a culture where employees feel valued and supported. The HR Manager also ensures legal compliance with wage and hour regulations, as well other federal, state, and local labor laws.

The following is a list of the essential functions of this position. This list is intended to be representative of the tasks performed within the position description, but is not limited to:

### **Essential Job Functions**

- Manages the recruitment processes of all positions and required onboarding responsibilities.
- Coordinates with third-party benefits broker on benefits programs such as life, health, and dental and vision insurance, retirement plans, and employee assistance. Coordinates



benefit plan presentations to employees when new plans are introduced. Educates management and supervisors on the plans. Maintains open-door assistance for employees with questions on benefit plans.

- Coordinate workers compensation claims with third-party, while ensuring necessary compliance.
- Leads annual Employee Handbook review process with CEO and Board and ensures all employees sign updated Acknowledgment.
- Coordinate the performance management process of all staff, including working with managers and supervisors for goal setting, annual reviews, and performance improvement plans.
- Provides day-to-day support and guidance to supervisors on employee relations issues, which could include disciplinary action and terminations.
- Collaborates with Finance to ensure payroll changes are completed, accurate and timely.
- Manages the FMLA process while providing support to employees and ensuring the appropriate process is followed and documentation is in place.
- Manages offboarding process including exit interviews.
- Maintains employment files, processes required paperwork, and ensures all HR systems containing employment-related data are accurate.
- Serves as HRIS administrator (FrankCrum) and primary contact for providing analysis of employee metrics and data.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to ensure and maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

### **Required Skills and Abilities**

- 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 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 HRIS and talent management systems.



### **Education and Work Experience**

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- A minimum of 3-5 years of human resource management experience in a similar or higher level role preferred.
- SHRM-CP and PHR certifications highly desired.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is occasionally required to stand for long periods of time; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Able to drive and operate golf cart or other vehicles for use on sanctuary property.
- Must be able to run and swim in the face of danger.

### **Environmental Requirements:**

Tasks are regularly performed with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, machinery, vibrations, animals/wildlife. Employees must not object to unpleasant chimpanzee behaviors include spitting of water or saliva, throwing of feces, food or other waste, and chimpanzee displays that may include banging, kicking of the mesh barrier, and loud screams or hooting. Work outside in inclement weather, if needed.

**Save the Chimps is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, gender identity, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.**

**Must be able to pass a pre-hire drug screen. Also due to the safety risk to the chimps, it is an essential function of the position to have received the COVID-19 vaccine along with several other vaccinations.**

**Interested applicants should send resume and cover letter to: [hr@savethechimps.org](mailto:hr@savethechimps.org)**