

GPS Education Partners (GPS Ed) is a non-profit organization that utilizes an innovative education model to build strategic partnerships with education, business and the community. These partnerships enable us to accelerate students interested in technical careers, by preparing them through a credentialed work-based learning solution.

GPS Ed is seeking a personable Human Resources Manager. Our ideal candidate builds trust with all staff, balances people and business needs, and is comfortable working directly with all levels of management, as well as external benefits providers. The Human Resource Manager will lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices. The Human Resources Manager will report to the Chief Operations Officer.

Responsibilities:

- Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Provides support and guidance to management and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent. Manages initial enrollment and open enrollment processes. Participates in renewal negotiations, provides benefits education to staff and administers changes.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to 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. (United Way campaign ambassador)

Desired Skills, Knowledge, and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field preferred.

- A minimum of three years of human resource management experience preferred.
- PHR or SHRM-CP desired.

Required Skills/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.