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## POSITION DESCRIPTION

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**Position:** Human Resources Manager

**Job Code:**

**Department:** Human Resources

**FLSA Status:** Exempt/ Full-time

**Reports To:** General Manager

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### **Position Overview:**

The Human Resource Manager is responsible to ensure that sound and consistent practices are applied for all employees through compliance with all company human resource policies, and state, local and Federal legislation. This position requires active leadership in all interactions with employees, guests and the community. Focus on the company's Mission Statement is of paramount importance.

### **Essential Duties & Responsibilities**

1. Provide for impartial treatment to all employees through proper practices and employment policies throughout the hotel. Ensure that all policies are applied fairly and consistently to all employees.
2. Ensure compliance to all government regulations Federal and state - unemployment, FMLA, ADA, Insurance, EEO-1 Report, OSHA log, and mandated posters.
3. Maintains a professional and ethical image for all staff members within the organization.
4. Ensure recruitment of the most qualified applicants through proper administration of the employment function. This includes knowledge of pre-employment laws such as EEO/AAP/ADA/Immigration and appropriate handling of all stages of the interview and onboarding of new staff.
5. Ensure maintenance of applicant application files and applicant flow log. Prepare employee personnel files and maintain accurate, up-to-date information on existing employees.
6. Protect the "owners" from any employee litigation. With appropriate guidance investigate and respond appropriately to all discrimination complaints.
7. Provide training, advice and guidance to management staff on employee relations issues. Provide the tools to ensure employee satisfaction and growth through training.
8. Develop, oversee and direct events to improve employee morale.
9. Oversee appraisal process for improving morale and productivity. Improve employee communications and performance by proper use of formal counseling and progressive disciplinary procedures.
10. Approve and review all terminations, conduct exit interviews and arbitrate complaints.
11. Direct and administer the grievance procedures of union contracts and act as liaison with union representatives.
12. Understand the wage and benefit programs and manage these programs to attract and retain qualified personnel. Manage benefits administration and communication of health benefits.
13. Appropriately manage/monitor employee injuries and Worker's compensation.
14. Liaison between all departments, the General Manager and Corporate Human Resources.
15. Provide direct assistance to employees and guests when appropriate.

16. Assist in ensuring that the Hotel's Green Team remains invigorated and the mission is upheld, communicated and enforced throughout the organization as a member of the Team

**Qualifications:**

To perform this job successfully an individual must be able to perform each essential duty to a satisfactory standard. The requirements listed below are representative of the knowledge skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:** Bachelor degree preferred or, a combination of two-year college coursework and two years of experience in human resources field

**License/Certification:** Certification through Educational Institute or through SHRM preferred

**Experience:** Minimum of 2-3 years of progressive Human Resources experience and track record of success in hotel, private business, or government; Union experience a plus

**Basic Expectations:** Attention to detail; Mature, professional interaction with employees, guests and business contacts; Ability to work under pressure; Ability to prioritize work; Ability to keep confidences and keep work confidential; Ability to handle multiple tasks at the same time

**Supervisory Responsibilities:** Oversees the HR Assistant

**Language Skills:** Bi-lingual fluency a plus

**Reasoning Ability:** Must have the ability to understand complex concepts. Excellent oral/written communication skills. Ability to handle employee and management requests in a calm and professional manner.

**Standards of Conduct:**

The high ethical standards of The Hay-Adams must be upheld by all members of the company. The policies relative to press relations, equal opportunity, discrimination, sexual harassment, vendor relations, etc., stated in the employee handbook and manuals are inviolable. We pride ourselves on providing a professional caring atmosphere for clients and all fellow employees and will achieve this goal through responsible actions.

**Note:**

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor.

*The Hay Adams Hotel offers competitive salaries and excellent benefits, including medical, dental, vision and 401K retirement plan.*

*EEO Employer*

*Please submit resume and cover letter to: [hrmanager@hayadams.com](mailto:hrmanager@hayadams.com) or fax 202.639.9743.*