



Dodge Ridge Wintersports Area

Job Description

Job Title: Human Resources Specialist

Department: Human Resources / 500

Reports To: VP Finance & Administration

Reports to This Position: Payroll Specialist

Duration: Seasonal with possible year-round appointment

Coordinates With: Accounting Manager and with Department Managers

Compensation Plan: Hourly Wage / FLSA Covered

New Date: October 2009

Summary of Position

The Human Resources Specialist will assist in many aspects of human resources including: employee relations, recruiting, hiring, benefits, training, regulatory compliance, and management of payroll and tax & benefit reporting.

The position requires basic accounting/bookkeeping skills and strong high-level administrative / clerical skills. The Specialist coordinates closely with Accounting, Finance, and Department managers to ensure smooth employment, payroll, and benefit administration.

This Job Description is intended to be comprehensive but not exhaustive since we cannot predict the variety of challenges we face in providing the product our guest expects. We will never ask you to perform a task that is inherently unsafe or that you are not adequately trained to perform.

This position would be suitable for an applicant early in their general management / finance / human resources career.

Job Duties, Responsibilities, and Expectations

Organization, Staffing, Management of HR functions -

- The HR Specialist is expected to advise executive management on the organization and management of the human resource activities and functions appropriate to the conduct of the activities of Dodge Ridge Corporation and its activities including wintersports and summer camps and special events.
- Develop and maintain a human resources system that meets top management information needs.
- Review, revise and update all employee forms to ensure compliance and consistency with the employee handbook and all federal, state and local laws.
- Develop and make recommendations to Executive Management, including VP Finance & Administration, on changes to HR policies and practice including policies regarding equal opportunity employment, compensation, employee benefits and other employee related policies.
- The HR Specialist is expected to reconcile and interface the payroll and benefit systems and reports to the company's general ledger using EXCEL.
- Other duties as assigned.

Policies, Practices, Regulations –

- The HR Specialist is expected to advise management on the maintenance, interpretation, and application of policies, practices, and applicable regulations affecting employee recruitment, selection, hiring, payroll & benefits, and separation. The Specialist maintains the files and related documents in an organized, secure, and accessible fashion with respect to the administration of the HR and Payroll functions.
- Oversee the analysis, maintenance, and communication of records required by law, regulatory bodies, third-party providers (e.g. insurance companies), and DR Departments.
- Handle HR-related regulatory communication (e.g. EDD, EEOC, and UI) and inquiries in a timely professional manner consulting with VP Finance & Administration with respect to appropriate nature of response.
- In coordination with Department Managers, maintain existing job descriptions ensuring that the descriptions are accurate, comprehensive, and clear. Develop or assist in development of new job descriptions as requested.

Recruitment, Selection, Hiring, Employee Intake, Orientation –

- In coordination with executive management is responsible for developing, implementing, and supervising Company-wide recruitment effort. This includes planning and managing job fairs, and coordinating with department heads on hiring levels, recruitment strategy and goals.
- Be the principal staff for handling recruiting, screening, staffing and interviewing for year round positions.
- Organize and implement the company wide orientation in November and the campground orientation in May.

- Responsible for processing all new hire documentation including, but not limited to; applications, I-9's, hiring packets, employee ID's, employee benefits, work permits and all related forms.

Employee Separations

- Under direction of executive management provide some coaching to department managers on any employment-related issues, terminations, and disciplinary actions.
- Under direction of executive management and in concert with Department Manager develop recommendations as appropriate for disciplinary action/s and/or separations; implement such actions through and with Department Managers following approval by VP Administration.

Payroll & Benefits

- Consult with the accounting department on payroll issues and assist with handling employee issues related to payroll.
- Assist payroll with the end of the season processing of all employee terminations. Prepare all necessary documentation for the company wide reduction in force.
- Manage, implement and administer employee benefit programs including: medical, dental, life and vision insurance, flexible spending accounts and the 401(k) program. Maintain all PTO records and reports.

Departmental Support

- Handle the CA Department of Transportation requirements for bus drivers including: documentation, pull notice program, consortium program and drug testing.
- Update and maintain the Fleet Safety Program including adding drivers and maintaining all forms.
- Consult with the Risk Manager on issues related to the company drug testing policies.
- Maintain a compensation structure for each position using the NSAA salary survey data. Working with the VP Administration, analyze wage and salary reports to determine a competitive compensation plan.

Employee Relations, Employee Performance Review, Employee Surveys

- Provide a 'first point of contact' for employee relations issues where employee seeks out HR Department. Maintain contact and resolution records of such contacts. Provide advice and recommendations to employee within scope of

Company policy and agreed-upon limits of authority (between HR Manager and VP Administration). Review contacts with VP Administration weekly.

- Research, develop, organize and manage the company wide employee performance management programs.
- Develop, implement, manage and report results of, employee and manager survey programs.

Job Qualifications

Attributes

- Ability to be a leader in delivering excellent customer service at all times to our employees and our guests; ability to handle stressful situations in an effective and tactful manner; to be able to consistently maintain a pleasing public image; willingness and ability to work successfully in a team-oriented environment; when asked for assistance in any work task job, we depend on an enthusiastic and cooperative response.
- Willingness and ability to provide basic HR orientation to employees and together with VP Administration, train and coach managers on basic company HR policy and practice.
- Ability to organize tasks into priorities and respond accordingly, ability to “think ahead” and see potential problems arising, and to respond quickly to employee problems.
- Demonstrated proficiency and efficiency in interviewing skills for management and staff positions.
- Ability to identify, handle, and deal-with common HR inquiries or complaints from employees, regulatory agencies or governmental agencies, keeping VP Administration within the loop of information and consultation with respect to resolution of unusual, difficult, complex, or matters beyond the scope of usual practice.
- Ability to effectively present information to the management team, public groups, regulatory bodies.
- Positive and helpful attitude, including towards our guests (customers) and Dodge Ridge employees; supporting the policies, harmony and goodwill of the Company; be an effective team leader and motivator for the Company.
- Be safety and risk management oriented.

Experience

- Proficiency in understanding and applying federal, state and local employment laws, leave laws and compliance laws.
- Demonstrated successful experience in supervising staff.
- Proficiency using MS Word and MS Excel in a PC environment, excellent keyboarding skill, and facility with basic math skills.
- Demonstrated accuracy in written and oral communications.
- Some basic accounting / bookkeeping desirable and useful.

Education

- Bachelor's degree from a four-year college or university is preferred; Associate in Arts (two year) degree and/or substantial human resources / general management experience is acceptable; or equivalent combination of education, certification and experience.

Work Schedule, Working Conditions, Dress/Appearance Requirements

During the winter (November-April), you will be expected to work beyond 40 hours per week, including most weekends and holidays. During busy periods, you may be expected to work six to seven days a week. During the winter you will be expected to arrive as necessary but generally no later than 7:00 am

Skiing/riding off the clock and out of uniform is allowed if you "sign out" on the sign out sheet. When skiing/riding off the clock do not wear your uniform, nametag or take a radio with you.

You must arrange for transportation to work so that you arrive at work at the schedule time. Keep in mind you will be required to drive on hilly, snow packed and icy surfaces.

At any time during the ski season, Dodge Ridge employees are often required to perform their tasks in high winds, heavy snowfall, low visibility, rain, and extremely cold or warm temperatures.

This position is a highly visible position with substantial and critical interaction with employees. Accordingly, a high standard of grooming and dress applies. Dodge Ridge will provide a Dodge Ridge vest and a nametag.

Clothing to Be Provided by the Employee

- Winter clothing appropriate to the changing conditions, including headgear, gloves, sunscreen, non-slip, comfortable footwear (boots) with vibram soles (Sorrels or equivalent) to be worn with Company provided ice cleats.