

# Human Resources Manager

## **DEFINITION**

The Human Resources (HR) Manager provides administrative and supervisory support for all human resource management activities of the Airport Authority to maximize the strategic use of human resources. The incumbent maintains functions, including, but not limited to regulatory compliance, staff recruitment and retention; wage, salary, and benefits administration; facilitation of performance management; policy and procedure management. It is required that the HR Manager demonstrate initiative in problem resolution and prevention, exercise considerable independent judgment, and provide accurate technical advice to employees and managers in all aspects of human resource management.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director of Administration and Human Resources.

Exercises supervision over subordinate HR employees.

**EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES** – *Essential and important duties and responsibilities may include, but are not limited to, the following:*

### **Essential Duties and Responsibilities:**

Identify staff vacancies and work in coordination with management in appropriate recruitment, interviewing and selecting applicants.

Provide current and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits.

Perform difficult staffing duties, including dealing with understaffing, conflict resolution, and administering disciplinary procedures.

Advise managers on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes.

With direction from Director of Administration and Human Resources, analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.

In coordination with the Human Resources Specialist, plan and conduct new employee orientation to foster positive attitude toward organizational objectives.

Serve as a link between management and employees by handling questions, interpreting and administering policies and helping resolve work-related problems.

Ensure compliance with all people related statutory and company procedures.

Produce monthly reports on HR and training matters, including delivery against social value commitments including apprenticeships, graduates and work experience placements.

Oversee the Training to ensure training material is delivered correctly and within company requirements.

Ensure that adequate training records are kept and maintained

Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to all human resource functions.

Facilitate the accurate transmittal of payroll information to the Finance Department to insure accurate and timely payment of wages.

Administers and reports on Equal Employment Opportunity Program.

## **QUALIFICATIONS**

### **Knowledge of:**

Best practices in human resource management

Effective HR principles and practices for recruitment, retention and development of a diversified workforce.

Federal, State and local laws, codes and regulations pertaining to human resources administration.

### **Ability to:**

Mentor effectively in human resource management with a strong commitment to customer service

Design and implement effective programs and services for a diverse workforce

Demonstrate capacity to interact effectively with a diverse community

Effectively negotiate and solve problems

Contribute at both the strategic and operational levels

Demonstrate strong management, leadership and presentation skills

Demonstrate strong interpersonal skills

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Strong analytical and problem solving skills

Self-starter, detail-oriented, and ability to work with minimal supervision

Maintain high integrity and confidentiality

## **MINIMUM EDUCATION, EXPERIENCE, AND CERTIFICATION REQUIREMENTS:**

### **Education and Experience:**

- Bachelor's degree from an accredited college or university
- 5 – 10 years or more of human resources generalist experience, preferably in a progressive, high growth, and results-oriented environment
- A minimum of 3 years in a Supervisory or Management role.
- Sound working knowledge of operational HR and training issues
- Solid understanding of HR policies, best practice and employment law and regulations at both the state and federal level
- Experience with designing and facilitating employee training
- Experience with managing and developing HR staff
- Strong relationship/stakeholder management skills
- Demonstrated ability to successfully multitask and maintain a high level of accuracy
- Proactive team player but able to act on own initiative and take responsibility as required
- Emotionally intelligent with demonstrable experience of influencing and challenging Senior Management

### **Preferred Certification:**

PHR (Professional in Human Resources) or SPHR (Senior Professional in Human Resources) or other Human Resource certification is preferred.

**\*\*WE ARE AN EQUAL OPPORTUNITY EMPLOYER\*\***

**EOE, M/F, D/V**

## **APPLICANT DATA RECORD**

All applicants are considered for the applied position without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability (if performance ability coincides with job requirements), or any other legally protected status.

Solely to help us comply with government record keeping, reporting and other legal requirements, we ask that you complete this Applicant Data Record. We appreciate your cooperation. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or your personnel file. Periodic Reports are made to the government on the following information.

YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

Position Applied For:	Today's Date:
Name (Last)                      (First)                      (MI)	Social Security Number:
Address:	Telephone Number:
City                      State                      Zip	Date of Birth
Check One: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Check one of the following: (Ethnic Origin)	
<input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native	
<input type="checkbox"/> African American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Other _____	
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single	
Referral Source: <input type="checkbox"/> College/Tech School <input type="checkbox"/> Newspaper <input type="checkbox"/> Employment Agency	
<input type="checkbox"/> Walk-In <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Other-Specify _____	



JACKSON MUNICIPAL AIRPORT AUTHORITY

Your Connection to the World

100 INTERNATIONAL DRIVE SUITE 300
JACKSON, MISSISSIPPI 39208

Application For Employment

(Please Print or Type in Black Ink)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered for all positions without regard to race, religion, gender, national origin, age, veteran status, the presence of a non-job related physical or mental condition, handicap, or disability, or any other legally protected status. If you require accommodation or assistance in completing this application or in any stage of the employment process, please let us know.

APPLICATION FOR: Human Resources Manager

ADVERTISEMENT PERIOD: 1/23/19 – 1/31/19

PERSONAL

NAME (Last) (First) (Middle Initial)
ADDRESS (Street Address) (City) (State) (Zip)
HOME PHONE NO. ( ) ALTERNATE PHONE NO. ( )
SOCIAL SECURITY # EMAIL
DRIVER LICENSE # Class Expiration State

When will you be available to begin if selected for the position?

Are you available to work shifts? Yes No

Are you authorized to work in the U.S. on an unrestricted basis? Yes No

(Proof of citizenship or immigration status will be required upon employment)

Have you ever been employed with JMAA before? Yes No

If yes, give dates

Have you ever been convicted of a crime other than minor traffic violations? Yes No

If yes, state nature of offense, when, where and disposition

(A conviction will not necessarily disqualify an applicant from employment)

Do you have any relatives presently employed by the Jackson Municipal Airport Authority? Yes No

If yes, list names and relationship

Employment with the Jackson Municipal Airport Authority is contingent upon the ability to be granted and maintain ID/secure media badge as regulated by TSA, and a valid drivers license and motor vehicle report in compliance with JMAA's Drivers Policy. A comprehensive pre-employment background check includes an education/experience investigation, a medical physical exam, a drug/alcohol screen, a motor vehicle report and a fingerprint-based criminal history record check.

NAME: \_\_\_\_\_ SOCIAL SECURITY NO.: \_\_\_\_\_

**Education & Training**

	High School	College/Technical/Business	Graduate School
School Name & Location			
Years Completed (Circle)	9    10    11 12	1    2    3    4	1    2    3    4 5
Diploma/Degree (Verification of education required) Describe Course of Study:			
Describe Specialized Training, Apprenticeships, Skills, Extra-Curricular Activities, Foreign Languages:			

**Employment Experience**

Start with your present or last job. If unemployed, start with your immediate past employment. Be specific and complete. Include military service assignments and volunteer activities. Any military service must be documented by providing a DD214 along with this application. Exclude organizational names that indicate race, color, religion, gender, national origin, disabilities or other protected status. Explain any gaps between employments. Failure to explain any gaps in employment will be justification for your disqualification from the selection process. Use additional sheets if necessary.

Your Job Title _____ _____	Telephone No. (_____) _____
Company Name _____	Employed (Indicate Month, Day and Year)
Address _____ _____	From _____ To _____
Name of Supervisor _____	Annual Salary Start _____ Last _____
Describe Your Duties _____ _____ _____	Reason for Leaving _____
_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain _____
Full Time _____	Part-Time _____

NAME: \_\_\_\_\_ SOCIAL SECURITY NO.: \_\_\_\_\_

Your Job Title _____	Telephone No. (_____) _____
Company Name _____	Employed (Indicate Month, Day and Year)
Address _____ _____	From _____ To _____
Name of Supervisor _____	Annual Salary Start _____ Last _____
Describe Your Duties _____ _____ _____	Reason for Leaving _____
_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain _____
Full Time _____ Part-Time _____	

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_____	If No, Please Explain _____
Full Time _____ Part-Time _____	

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Name of Supervisor _____ _____	Annual Salary Start _____ Last _____
Describe Your Duties _____ _____ _____ _____ _____	Reason for Leaving
_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain
_____	
Full Time _____	Part-Time _____

### Additional Skills

State any additional information you feel may be helpful to us in considering your application.

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Indicate any professional licenses or certificates, license numbers, their expiration dates and issuing agency.

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