

Perform Air International Inc.
Section VI - Attachments
Att.62.01 - Job Description

Revision	Revision Date	Revision Change
N/I	02/08/2010	Initial Release/Re-release
1	07/30/2012	Revised for consistency
2	03/31/2017	Revision to Department Manager & Immediate Supervisor. Removal of Training responsibilities.
3	01/31/2019	Revision to Grade Level, Department Manager, Duties, Responsibilities and Authority and addition of Division Manager.
4	09/30/2019	Revision to Duties, Responsibilities and Authority paragraph.
5	10/31/2021	Revision to Grade Level
6	12/29/2023	Revised Grade level
7	09/26/2024	Revision to <u>Qualifications</u>

Position Title: Human Resources Manager

Grade Level: 11-3121-12

Exemption Status: Exempt

Department: Human Resources

Division Manager: Director of Human Resources

Department Manager: Human Resources Manager

Immediate Supervisor: Director of Human Resources

Duties, Responsibilities and Authority:

This position has the authority and responsibility to carry out policies relating to all phases of Human Resources activities for the organization. The position is involved in recruitment, interviewing and selection of employees. The Human Resources Manager is responsible for conducting wage surveys, preparing reports and recommendations to improve organization performance.

This position is responsible for contact with outside agencies or sources of employee services and health and welfare plans.

The position is responsible for the development and direction of company sponsored functions designed to promote employee morale.

This position is responsible for the Affirmative Action and EEOC programs and to ensure compliance to all policies as implemented by Executive Management.

The Director of Human Resources may assign additional responsibilities of this position at any time.

Qualifications:

Education: *BS, BA, AA Degree, or High School completion plus one of the following experience or training.*

Experience: *Two years' experience in a Human Resources Management position.*

Training: *Documented training records of at least 100 hours.*