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**Administrative Office**  
**PO Box 3089**  
**Great Falls, MT 59403**

**(406) 771-8648**  
**FAX (406) 761-0554**

# Position Opening

## Human Resources Manager

### Full-time/Exempt

### Great Falls

**Duties:** Knowledge of human resources principles, laws, regulations, and practices, maintenance of personnel records and preparation of federal, state, and other reports. The Human Resources Manager works under the supervision of the Chief Financial Officer (CFO), develops, and administers various human resources plans, procedures and policies for all employees. Conduct recruitment advertising, internal job posting, application screening, and coordination of interviewing, reference checking, extending offers of employment and completing necessary payroll and benefits documents. Knowledgeable of ADP system. Develops and maintains tracking system for open positions. Develop and implement employee relations policies and procedures in conjunction with the CFO. Be available to provide HR guidance and advice to all employees. Mediate conflict resolution between all employees when warranted. Knowledgeable of Collective bargaining agreement. Maintain personnel files, including training records, all necessary new hire paperwork, transfers, promotions, resignations, discipline, and longevity. Develop monthly Governing Board report for CFO and track HR Benchmarks. Train employees in orientation on employee handbook content and workplace rules. Train supervisory personnel on HR policies and procedures and the timely completion and delivery of performance reviews. Coordinate investigation process regarding employee complaints, discipline issues and recommend steps regarding employee relation items with both employees and supervisors. Ensure complete and consistent Human Resources documentation, including, but not limited to documentation of disciplinary actions, training compliance, and employee grievances. Coordination of employee benefits such as FMLA, Flexible Spending and tax filings, Health insurance plans, 401K Retirement plan, Life insurance, LTD, AD & D and HSA. Coordinate Union and 401K audits. Coordinate and facilitates annual enrollment meetings, demonstrate an understanding of company employee benefits, and assist employees with questions and problems regarding employee benefits. Understand insurance eligibility and COBRA requirements. Monitor and follow-up on leaves of absence, including use of FMLA, assuring that all company policies and state/federal regulations are being met. Knowledgeable of payroll processing for 200 employees and assist with the workers compensation insurance program. Oversight of ADP entries of all employee changes/update records in the HR system and W-4 forms, new hire information, termination information, reports, and garnishments/deductions for payroll. Work with CFO on a compensation plan to ensure that compensation is fair, equitable, competitive, internally, and externally. Supervision of Human Resources Generalist, Executive Coordinator, and Payroll Specialist. Position reports to the CFO.

**Minimum Qualifications:** The essential duties of this position are typically acquired through the following combinations of relevant education and experience equivalent minimum to seven (7) years.

Relevant bachelor's degree in Human Resources is required. A minimum of three to five years of direct HR related work experience and Supervisory experience is required. SHRM-CP/SHRM-SCP Certification is preferred. MT Driver's License, valid vehicle insurance, and vehicle required. Ability to function well in a high-paced and at times stressful environment. Excellent computer skills, Microsoft, Excel, Internet, PowerPoint, Publisher, organizational skills, and attention to detail. Must communicate effectively in writing. Many assignments are highly confidential and sensitive. Healthcare setting experience preferred.

Apply on-line at [www.center4mh.org](http://www.center4mh.org) EOE

**Mission:** The Center for Mental Health partners with people and communities to produce exceptional, integrated mental health and substance abuse services.

**Vision:** "Partnering to Improve Lives"

**Beliefs/Values:** Ambassador of the Center, Own it, Individuals Matter, Create Joy, Embrace Change, Show Up. Step In.