

POSITION AVAILABLE
PART TIME HUMAN RESOURCES MANAGER
OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY (MAPA)

MAPA is the Council of Governments serving a six-county MAPA region (Cass, Douglas, Sarpy and Washington Counties in Nebraska and Mills and Pottawattamie Counties in Iowa) in transportation planning and community and economic development. MAPA seeks to hire a part-time Human Resources manager to lead all human resources activities, such as employment, compensation, employee relations, legal compliance, benefit programs, training and employee services for MAPA's 20+ employees.

Essential Duties and Responsibilities:

- Develop and implement personnel policies and procedures, prepare and maintain the employee handbook and the policies and procedures manual.
- Administer the compensation program, monitor the performance evaluation program and revise as necessary
- Perform benefits administration, including claims resolution and communicating benefits information to employees.
- Maintain employee personnel files.
- Conduct recruitment efforts.
- Facilitate or assist in training employees, including orientation.
- Handle employee relations issues such as employee complaints, harassment allegations and civil rights complaints.
- Coach, counsel and guide managers on employee policies and procedures.
- Maintain compliance with federal, state and local employment and benefits laws and regulations.

Competencies:

- Communication
- Ethical Practice
- Global & Cultural Awareness
- HR Expertise
- Relationship Management

Required Education and Experience:

A bachelor's degree and 3-5 years of HR experience, or a master's degree in HR management and 2 years of experience or seven years of experience in the HR field, or any similar combination of education and experience.

Hourly salary Range: \$26.57-\$37.50 per hour for 20 hours per week (M-F preferred). MAPA reserves the right to hire at an appropriate level. MAPA is an Equal Opportunity Employer (EOE). Position will remain open until closed.

For more information on MAPA see our website www.mapacog.org .

Please apply online at <https://secure.careerlink.com/job/14252-24>.