



BRIGGS & STRATTON CORPORATION

Manager Human Resources

Effective Date 10/02/2017
Job Code J10256

Job Description

Position Summary

Manages the human resources activities for one or more areas of the company.

Job Responsibilities

1. Leads execution of human resources initiatives for a specific business unit, plant, locations or functions
2. Ensures resolution of employee concerns and problems with goal of future problem prevention consistent with government laws and regulations, collective bargaining agreements, human resources policies and procedures
3. Oversees and/or completes generalist duties to advise managers on both strategic and tactical plans which may include: provide coaching and support related to any HR discipline; conduct internal investigations, facilitate workforce reductions and/or terminations and grievance administration; participate in contract negotiations with appropriate HR/business unit management
4. Delivers written communications and presentations to communicate concepts related to one or more functional HR areas for diverse audiences of managers and employees; develops and conducts training and presentations
5. Oversees recruitment efforts for managers and hourly, exempt and nonexempt employees, students and temporary employees
6. Assists employees and managers in developing goals and objectives and assists with performance management processes including leading calibrations
7. Collaborates within Human Resources to develop, document and recommend continuous improvement of HR processes, procedures or programs to deliver innovative solutions
8. Performs full range of managerial responsibilities which may include but not be limited to: interviewing, hiring, coaching and developing employees; planning, assigning and directing work; EEO/AA; performance management; department budget
9. Performs other duties as assigned

Job Skills Requirements

- Comprehensive knowledge of principles & practices of HR, HR regulations and compliance
- Demonstrated skills in employee relations w/ strong analytical and problem-solving skills; ability to work independently and use sound judgment in decision making; demonstrated ability to partner and influence at all levels in the business and to be viewed as a credible, valuable source of information and integral part of management team
- Strong organization and time management/project management skills necessary to prioritize and oversee project or team with multiple assignments and to meet set deadlines; ability to react quickly in a fast-paced, changing environment
- Strong communication skills to facilitate work with diverse groups of employees
- Solid computer skills; understanding of all interfaces impacting HR function administration

Educational Requirements

- Bachelor's degree in Human Resources Management, Business, or equivalent education and experience



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Experience Requirements

- Minimum seven years related professional, progressive experience in human resources setting, manufacturing preferred,
- Minimum three years management experience, preferred

Certifications

- PHR or SPHR certification preferred