



Virgin Islands Public Broadcasting System

Human Resources Manager

Location: St. Thomas

Unclassified/Exempt

The Virgin Islands Public Broadcasting System is in search of a candidate to fill our Human Resources Manager position. The successful candidate will be responsible for administering human resources policies, programs, and practices; including planning, organizing, developing, implementing, coordinating and managing. Duties include formulating policies and procedures for the Human Resources Division and recommending policies and practices to senior management.

Duties and Responsibilities:

- Develops and administers various human resources plans and procedures for all System personnel. Plans, organizes, and controls all activities for the division. Participates in developing division goals, objectives and systems;
- Evaluates reports, decisions, and results of division in relation to established goals. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of division and services performed;
- Stays current on recent federal, state and case law changes and monitors labor law updates and newsletter for changes that affect HR;
- Revises job descriptions and performance standards as necessary; conducts salary surveys and develops merit pool; analyzes compensation; monitors performance evaluation program and revises as necessary;
- Develops, recommends, prepares, publishes and maintains personnel policies and procedures. Assists division heads in administering personnel policies and procedures;
- Develops and administers an effective recruitment program for all exempt and nonexempt personnel, student, temporary and contractual employees, develops and places all employment announcements/notices; coordinates interviews and assist with the final hiring process; processes all new employees and all change of status forms; conducts new-employee orientations; assist in employee relations counseling, outplacement counseling, and exit interviewing;
- Files EEO annually, maintains other records, reports, logs and other requirements to confirm to EEO, OSHA, Department of Labor, and other HR regulations;
- Tracks and assists in the resolution of worker's compensation and unemployment claims;

- Reviews Collective Bargaining Agreement and provides recommendations for changes to effect improvements in efficiency of the System;
- Knowledge of Equal Opportunity Laws;
- Ability to employ Project Management essentials;
- Counsels division heads on disciplinary procedures, disseminates grievance correspondence, coordinates grievance panel nominations, hearings and other related activities;
- Prepares, recommends and maintains personnel records and reports and establishes procedures for controlling personnel transactions and reporting personnel data;
- Designs and updates personnel forms and directs the maintenance of personnel records by all divisions; and
- Conducts needs assessment, develops training curriculum and conducts training sessions on various HR topics. Recommends training for division employees to ensure that they remain at industry standards.

Qualifications:

- Bachelor's degree and five (5) or more years of human resources experience in a management or supervisory role. In lieu of a degree, 10 years of human resources experience in a management or supervisory role; *OR* any equivalent combination of experience and training that provides the required knowledge, skills and abilities to perform the job;
- PHR or similar certification;
- Excellent written, oral and interpersonal skills; and
- Computer literate in Microsoft Office.

Interested applicants should submit a cover letter, resume and three (3) current professional letters of recommendation to:

Virgin Islands Public Broadcasting System
 Attention: Human Resources Department
 P.O. Box 808
 Christiansted, VI 00821

Or you may also email: mherrera@wtjx.org

Application Deadline – Application Deadline September 24, 2019

Virgin Islands Public Broadcasting System is an Equal Opportunity Employer