



Open: Until Filled

Human Resources Manager of Government Programs

The Human Resources Manager of Government Programs' primary function is to develop and implement policies and procedures including, but not limited to, recruitment, equal employment opportunity and affirmative action for federal contracts.

Reporting Relationship

The HR Manager of Government Programs shall report directly to the Human Resources Director.

Duties and Responsibilities

- Creates, implements and maintains the policies and procedures relating to Human Resources including EEO and affirmative action programs. Develops an affirmative action plan for the organization; establishes affirmative action goals; monitors progress and collaborates with management and staff to achieve these goals.
- Maintains knowledge of developments, trends, and best practices in Human Resources; based on this knowledge, recommends and implements revisions and updates as needed to policies and procedures.
- Recommends and develops policies and procedures to comply with the OFCCO requirements including the Service Contract Act, Davis-Bacon and other labor laws related to federal contractors.
- Creates, maintains, and ensures legal compliance of the required employment records and associated documentation supporting federal contract requirements.
- Gathers, compiles, analyzes and interprets data necessary for external (government) and internal EEO compliance, reporting, and monitoring.
- Plans, completes, and files required EEO and/or affirmative action reports and documentation with government agencies.
- Uses appropriate statistical software or tools to measure and monitor equal opportunity and affirmative action plan compliance.
- Pursuant to established documentation procedures, records discriminatory factors and corrective actions identified through investigations of employment practices or alleged violations.
- Conducts audits to assess the organization's compliance with federal, state, and local discrimination laws.
- Supports proposal efforts by providing labor categories and salary ranges.
- Prepares reports on investigations or audit finding and makes recommendations.
- Prepares and submits annual EEO-1 reports, Veteran and other required DOL reports.
- Performs an annual review of corporate job titles, position descriptions and salary bands.
- Perform other duties as assigned.

Qualifications

- Bachelor's Degree in Business, Human Resources or other related field required.
- Ten (10) verifiable related employment experience in Human Resources with an emphasis on compliance with OFCCP requirements.
- Experience preparing and implementing an affirmative action plan and other legal requirements specific to Government contractors required.
- Experience working within an organization with multiple companies and locations.
- Must be able to obtain and maintain a security clearance as required.
- Experience working with Deltek CostPoint preferred.
- Experience and knowledge of providing salary ranges and labor categories to support proposal efforts.
- **Strong analytical and problem solving skills required.**
- Excellent time management skills, with proven ability to meet deadlines.
- Must be proficient in software programs such as Microsoft Word, Excel and Power Point.
- Must be able to complete and maintain appropriate reports.
- Must be organized, detail oriented and able to prioritize work on multiple projects simultaneously.
- **Demonstrated ability to communicate effectively both verbally and in writing. Must be skilled in procedural development, program development and policy writing.**
- Ability to maintain a high level of confidentiality.
- Must possess a valid state driver's license.
- Ability to comply with all other requirements as specified within the CIEDA Personnel Policies and Procedures.
- Must be willing to travel as required to multiple sites and participate in training as needed.

C.I.E.D.A. HR Department 100 Brookwood Road, Atmore, AL 36502

Phone: (251) 368-0819 Fax: (251) 446-7018 Office Hrs. 7:30 am – 4:00 pm

Apply online www.CIEJobs.com Email: HR@pcicie.com

PREFERENCE SHALL BE GIVEN IN ACCORDANCE WITH THE TRIBAL EMPLOYMENT RIGHTS ORDINANCE / CIEDA is a DFWP.

Complaints about the recruitment or selection process for employment should be directed in writing to the office of the President/CEO of CIEDA.