



Job Description

Job Title: Organization Development Manager
Department: Human Resources
Reports to: Vice President – Administration
Prepared by: Paul Comeau
Date: August 29, 2007

Summary

The Organization Development Manager, (ODM) is responsible for the overall staffing, legal compliance, employee relations, and daily operations of the human resource department for the company. The ODM supervises a staff that assists in the administration of benefits, training, legal compliance, worker's compensation, record keeping, and employee relation programs with a main focus on associate development through career path planning, tracking and metrics.

Essential Duties and Responsibilities *(Includes, but are not limited to)*

- Supporting Marvin's Mission, Vision and Values through own actions and education throughout the company.
- Being a key business partner with Operations to ensure we are operating in a pro-associate environment. Being the Advocate for associates is key.
- Conduct needs assessment, develop training curriculum and conduct training sessions on various topics.
- Continuously evaluate internal operating processes/documentation and provide solutions for talent development.
- Management identification and training.
- Work with Operations to develop staff forecasting and the formulation of staffing strategies with a focus on improving productivity and internal talent development.
- Supervise the recruiting and screening process as well as make recommendations for candidates to fill all positions in the company including internal candidates.
- Oversee the development and maintenance of personnel forms, procedures and training materials.
- Employee handbook and management policy and procedure manual maintenance.
- Assist in communication and implementation of new or revised policies and procedures.
- Schedule and participate in management orientations.
- Conduct compensation surveys to ensure competitiveness in the market.



Job Description

Organization Development Manager (cont.)

- Review all performance appraisals and wage increases completed by management and oversee incentive program.
- Supervision of, and assistance to, management in the implementation of the company corrective discipline procedure.
- Assist in supervising the administration of associates services and benefits programs.
 - Service awards and recognition program.
 - Unemployment compensation claims review.
 - Corporate safety program, OSHA compliance and worker's compensation cost containment.
 - Supervise the administration of workers compensation and unemployment insurance issues.
 - Personnel record keeping and retention.
- Ensures compliance with city, state and federal employment laws and reporting guidelines.
- Assist in determining associate relations status through attitude survey and outside audit.
 - Monitor the work climate and associate morale
 - Formulation and adoption of company associate relation objectives.
- Develop, implement and maintain associate communication program to ensure open communication throughout the organization.
- Review grievances and guide people involved to appropriate and acceptable solutions.
- Assist in the preparation and administering of the Human Resources budget.
- The ODM directly supervises two associates and has a dotted line supervisory role over the Benefit Administrator.
- Other responsibilities as assigned by the Vice President – Administration or other senior management.

Must demonstrate excellent leadership, organizational and problem solving skills. Be able to manage with limited supervision. Must have good oral/written communication skills in order to effectively interact with associates, staff and vendors. Must be team-oriented and have the ability to identify deficiencies in process, documentation and personnel and execute solutions. Must understand and interpret data presented in statistical or numerical form and be able to use it effectively in assessing company operations and associate development. Must have the ability to interpret an extensive variety of situations between people and to solve them in a fair and equitable manner using the necessary resources to do so. Must be detail oriented and handle multiple tasks in a fast paced environment. Must be able to climb up and down ladders, reach, bend, twist, kneel, lift up to 50 lbs., handle large odd shaped items, and stock items in overhead areas. Must be able to work a flexible schedule including weekends, evenings, and holidays. Intermediate level proficiency in Excel is a must with Outlook, Word, and Excel.



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Acknowledgement

I have read my job description and understand it.

Name

Date