



JMT &
Associates, LLC

Human Resources & Safety Consulting

(330) 231-1688 • (309) 423-3085 (fax)

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Job Description

Job Title: Human Resources (HR) Consultant

Department: Human Resources

Reports To: President

FLSA Status: Independent Contractor

Prepared By: John M. Turner, Ph.D.

Prepared Date: August 2002

Approved By: John M. Turner, Ph.D.

Approved Date: August 2002

Summary

Performs a variety of HR tasks for clients that vary according to the specific industry and company size. Responsible for assisting clients with strategically integrating effective HR processes, programs and practices into their daily operations. Responsible for growing and maintaining client loyalty within the portfolio of assigned accounts using both customer service and HR management skills. This position serves as a business partner by assessing client needs and by adapting HR policies, processes, procedures, products and services in response to those needs. Visit client work sites on a regular basis.

Essential Duties and Responsibilities include the following. Other duties may be assigned. These describe the general nature and level of the work being performed. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required for this position.

- * Ensure that a client's practices are in accordance with HR best practices and relevant labor laws.
- * Provide administrative HR support to clients.
- * Successfully on-board and interact with clients to review needs assessments.
- * Recommend our services to improve client efficiencies.
- * Provide a high degree of HR support by partnering with the client contact person to provide client with full HR support.
- * Support sales by participating in potential clients sales visits.
- * Analyze client needs to develop appropriate HR strategies to increase client satisfaction and retention to enhance business performance.
- * Proactively consult with clients and recommend HR strategic solutions to improve critical business objectives.
- * Conduct evaluation of client HR processes and programs to ensure maximum services delivery and client engagement.
- * Work with the client contact person to ensure a high level of client organizational effectiveness through a variety of HR projects such as: policy and handbook development, employee relations management, coaching and training, employee retention initiatives, performance management systems, HR program analysis, training delivery, applicant tracking solutions, HRIS reports and employee satisfaction.
- * Conduct training for client's employees, supervisors and managers.
- * Consult with client's leadership and employees on employee relations issues including performance,



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- terminations, sexual harassment, discrimination, payroll, benefits and other HR project services.
- * Analyze client data to develop appropriate strategies to increase loyalty and account profitability.
 - * Manage and coordinate implementation timelines for new clients.
 - * Travel to client site (s) on a regular basis to deliver services.
 - * Monitor client satisfaction.
 - * Identify and introduces additional value added services.
 - * Maintain professional expertise in the HR field.
 - * Provide effective client relations management through proactive communication and problem resolution.
 - * Provide regular status reports to the President.

Qualifications

- * Knowledgeable of federal, state, and local HR laws and practices.
- * Knowledge of employee training techniques.
- * Effective problem-solving and negotiation skills from both a customer service and HR perspective.
- * Expertise in building and managing relationships.
- * Familiar with multiple HR disciplines (i.e. employee relations, employment law, compensation, policy development, recruiting, etc.).
- * Experience preparing and analyzing HR reports.
- * Ability to analyze and assess training and development needs.
- * Experience in design, development and implementation of salary administration plans and benefit programs.
- * Advanced skills in Microsoft Office.
- * Advanced skills in HR program software and HRIS systems.
- * Excellent organizational skills.
- * Ability to multi-task.
- * Excellent interpersonal skills.
- * Experience with multiple clients/business units and dealing with a broad range of HR related areas at senior levels of organizations.
- * Proven ability to work in a team-based environment.
- * Strong ability to plan, organize and manage a heavy workload.
- * Demonstrated ability to resolve complex issues without detailed instruction or procedural guidance.
- * Solid written and verbal communication skills.
- * Strong presentation skills.
- * Capable of preserving confidential or sensitive information.

Education and Experience

Bachelor's degree from an accredited college or university in HR or business management. Ten (10) years of progressive HR management experience as a consultant and/or senior HR professional.

Language Skills

Ability to read, analyze and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, employees and/or boards of directors.



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Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations

SPHR from The Society for HR Management is desired.

Valid driver's license.

Physical Demands

The physical demands described here are representative of those that must be met by a person to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the person is regularly required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The person is frequently required to talk or hear. The person is regularly required to walk and drive. The person must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those a person encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

While performing the duties of this job, the person is regularly exposed to a typical office environment. The noise level in the work environment is usually moderate.