



# Job Description

Department: 91 Administration  
Position Title: **140-140 Human Resources Manager II**  
Reports to: Controller  
GM/COO  
n/a

---

## Position Summary:

Responsible for providing a variety of professional-level Human Resources activities in support of the resort's operations; provides professional assistance/advice to management staff. This individual also provides input and guidance to the Executive Team. This position is a "key" position for the daily operation of the business. The essential functions of this position include:

1. Supports recruitment activities; designs and implements recruitment programs to obtain qualified candidates; prepares job announcements, advertisements, and other recruitment materials.
2. Coordinates, designs and administers job-related selection procedures, including, but not limited to, application reviews, management of application log, written and performance tests, screens applications for qualifications; schedules and notifies applicants of activities and results.
3. Partner with hiring managers to understand needs and determine best sourcing methods/approach. Interview candidates as needed
4. Conducts new hire onboarding activities.
5. Assists Accounting with managing Training & Timeclock systems (inclusive of payroll review & processing); provides information to information systems staff and may instruct others in system application.
6. Assists with coordination of employee development and training programs; informs supervisors and employees of available training opportunities.
7. Provides advice to or instructs others in human resources procedures to Executive Team.
8. Reviews, verifies, and processes employee personnel; works with Accounting to get information into an automated personnel/payroll information system.
9. Assists with employee benefits administration.
10. Maintains personnel files and ensures files are in compliance with laws and regulations.
11. Prepares and distributes monthly employee newsletter.
12. Maintains employee bulletin boards/employee website resources (PowderPlace, When I Work).
13. Facilitates monthly employee recognition program.
14. Handles all aspects of Workers Compensation, working with Safety
15. Coordinates and facilitates employee activities (wellness program, assist with safety committee).
16. Ensures all work is done in compliance with federal and state laws and regulations.
17. Carries out specified programs in such areas as employee recognition and employee orientation.
18. Prepares reports, correspondence, and a variety of written materials; prepares and maintains accurate documentation of activities.
19. Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.
20. Conduct investigations and resolve employee relations concerns / issues as needed.
21. Advise managers and supervisors on how to apply HR policies and procedures in handling employee matters.
22. Oversee all company benefit programs including health and wellness etc.
23. Apply professional judgement, discretion, confidentiality, and integrity within all duties and interactions.
24. Other responsibilities as assigned.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential function listed in this description satisfactorily, with or without a reasonable accommodation. The requirements listed below are representative of the abilities, education and physical demands required to perform the essential functions of this position.

**Requirements Relating to Knowledge, Skills & Abilities:**

1. Ability to maintain a good attitude, set a positive example and work well with others.
2. Ability to speak clearly and pleasantly and communicate in the English language.
3. Ability to motivate, delegate and give direction to employees in a positive and non-condescending manner.
4. Aware of surroundings and the ability to identify, respond quickly and provide professional solutions to situational needs.
5. Excellent English reading and writing communication skills.
6. Excellent communication skills in preparing and presenting company policies/training.
7. Excellent computer skills.
8. Ability to recognize and maintain confidentiality of sensitive materials and situations.
9. Working knowledge of ski area liabilities and human resource laws as applicable in the state of Colorado.
10. Experience in a seasonal industry (Ski Industry) preferred.

**Requirements Relating to Education, Certifications & Experience:**

1. Colorado Driver's License and a company insurable driving record required
2. Minimum of three years of professional administration
3. Bachelor's Degree in Human Resources or equivalent (HR certification preferred PHR, SPHR, SHRM-CP).
4. Experience and knowledge in Human Resources, the legal environment of business, risk management, wage and hour laws, payroll administration and workers compensation.

**Requirements Relating to Working Conditions & Physical Demands:**

1. Requires the ability to work any day of the week, Saturday through Friday and holidays, and overtime if necessary, as scheduled.
2. Must be available by phone, or able to respond to a call from the Controller/General Manager within a reasonable timeframe, while on or off duty.
3. Requires working at high elevation (over 10,000'), and with some exposure to adverse weather conditions, such as severe cold, heavy snowfall, strong winds and intense sun.
4. Must be able to work at a computer station for long periods of time.
5. Must be able to travel to and from ski area to attend meetings.
6. Must be able to travel to conferences and training seminars.