



This position is a full-time position which reports to the Chief Executive Officer. Agency hours are Monday–Friday 8:00 am to 4:00 pm. This position is a Pay Grade 8 with an annual starting salary of \$60,000. Salary is commensurate with experience. KSI offers Health/Dental Insurance, 401K with company match, company paid Accidental Life, Short- & Long-Term Disability, vacation and holiday pay and other various company discounts.

***Job Summary:***

Under the direction of the CEO, the Human Resources Manager oversees the human resources department by providing leadership and direction. Provides training and guidance to the agency on employment law compliance, employee relations matters, State and Federal training requirements, talent acquisition, recruitment and hiring processes, and handles all benefit administration.

***Essential Functions:***

1. Manages and supervises the personnel unit for the agency, to ensure that all aspects of the Human Resource responsibilities follow all legal protections under the law and State & Federal regulations.
2. Oversee compliance of personnel records, talent acquisition, recruitment/hiring process including BCC/Interquest and background verifications, on-boarding and orientation, job description updates and unemployment fillings.
3. Coordinate meetings, interviews, and HR events, maintain agenda and attendance records for compliance.
4. Generate new sources for agency talent and recruitment, i.e. attend job fairs, speaking engagements, social media venues.
5. Prepare and maintain all orientation paperwork, policies, and handbooks for new hires. Responsible for putting together all orientation packets. Conduct orientation for new hires.
6. Compiles and maintains information to be included in personnel records such as staff data masters, letters of hire, performance evaluations, coaching/disciplines, orientation paperwork, insurance information and acknowledgment forms, as well as contents in the HR database.
7. Ensure accurate completion of I-9 forms and maintains certification on E-Verify system. State New Hire report is compiled and sent in monthly to the State.
8. Responsible for posting new employment opportunities at both KSI offices, in the community, DOL site and on Indeed.com. Send notification of openings to post on Social Media sites and Marque. Assist applicants regarding KSI's application process on-line and in-house as needed.
9. Ensures Employee Handbook compliance to include policy creations and revisions.
10. Facilitates State audits. Represents HR Department in agency audits.
11. Facilitate benefit programs for the agency and documentation to vendors; Health/Dental, FMLA, Life/STD&LTD Disability, 401K program.
12. Serve as the EEO Officer for the agency. Maintain data to ensure accurate information for submission of Affirmative Action Plan. Compile Data and upload to OneSource for yearly AAP report.
13. Responsible for contractual agreements with various vendors pertaining to any HR services and training.
14. Submit documents for; State Semi-Annual Data; Quarterly Turnover Reports and annual wage increases for staff.
15. Maintain the BP Roster and update staff promotional dates for increase compensation. Create Staff Data Master reflecting any wage increases for agency staff and submit to payroll processing.

16. Coordinate with DDDS and Relias Trainers on the creation of training modules for specific job requirements to enhance company accession and retention plans. Maintain the on-line Training compliance records. Ensure the correct training is assigned to learners and provide support for systems concerns.
17. Represent the agency in unemployment hearings; file claims on-line with the State as needed, manage fraudulent claims, prepare quarterly and annual reports.
18. Oversee the background check function for the agency required by the State for staff hiring compliance.
19. Provides agency hiring/compliance data to meet State Annual Review requirements.
20. Submit Quarterly Payroll Report to Delaware's Department of Labor.
21. Track, provide/schedule and report all required training for KSI staff, including the coordination of in-service training.
22. Compile and submit annual EEO-1 and VET-100 report to federal government for agency compliance.
23. Provide Human Resource support to staff/management with employee concerns or issues.
24. Ensure agency compliance with DDDS and State training requirements. Agency Administrator of the Relias on-line training and Traliant training (DE Sexual Harassment Training) for staff.
25. Ensure completion of background checks on prospective employees, including State of Delaware Adult, Child Abuse Registry checks, Sex Offender Listing, Pre-employment Drug Testing, Department of Motor Vehicle checks, Medicare/Medicaid Fraud Unit and Service Letters.
26. Ensures completion of varies semi-annual reports; drivers' license review on all agency staff per policy.
27. Will work in a safe manner and follow all safety procedures.
28. Will maintain specific training and/or certification applicable to position. Initial training may include but is not limited to: Confidentiality, Non-Harassment, Client Rights, Reporting of Participant Abuse, Human Rights, Rights of the Developmentally Disabled, Use of physical Intervention, Behavior Support, Performance Standards, Teamwork, Infection Control, Hazardous Chemical, Ergonomics and 401(k) Retirement Orientation.
29. May be required to work extra or overtime hours which are not within "normal" KSI hours of operation.

***Skills and Abilities:***

One must possess excellent written and verbal communication skills, computer skills, organizational and planning skills, analytical skills along with good leadership and supervisory skills. Must also have the ability to interact with all levels of agency staff, and public and private organization staff, be able to manage multiple projects, and have a cooperative attitude.

***Qualifications:***

Bachelors' degree and/or relevant experience in staff development and systems management along with training experience is preferred. One must be able to pass a Criminal Background check, Adult Abuse Registry check and Child Abuse Registry check and Sex Offender Listing and have a valid Delaware driver's license with no more than two moving violations at the time of hire.

**KSI, Inc. provides equal employment opportunities to all employees and applicants for employment  
F/M/Veterans/Disabled/Sexual Orientation/Gender Identity.**