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Opportunity, Inc.

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PCCEO Employment Opportunity

JOB TITLE: Human Resource Manager
DEPARTMENT: Administration
FLSA CLASS: Non-Exempt/ Full-Time
REPORTS TO: President/CEO

JOB SUMMARY: Sound judgment in the development and implementation of policies and procedure as it relates to the application of the pertinent rules and regulations governing the personnel management functions. Oversee the hiring and employment discharge. Represent PCCEO by answering charges in all EEOC and DOL claims. Provide technical assistance to President/CEO and department heads in the administration of the paid leave and other compensation programs.

RECOMMENDED REQUIREMENTS:

- AA/BS in Personnel Management or 3-5 years' experience in the HR field.
- Advanced knowledge of EEOC, EEO and Affirmative Action Requirements, DOL, IDES, FLSA, ADA, COBRA, FMLA, requirements.
- Human Capital Management
- Strong verbal and written communication skills.

Submit your application or resume to Patti Scott:

By mail: 711 W. McBean Street, Peoria, IL 61605

By email: pscott@pcceo.org

By applying on-line: www.pcceo.org

By applying on INDEED.com

PCCEO IS AN EQUAL OPPORTUNITY EMPLOYER

HELPING PEOPLE. CHANGING LIVES...FOR EVERY STAGE OF LIFE!
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