

POSITION DESCRIPTION
The Toro Company

Position Title:	<u>Manager, Human Resources</u>	_____
Division:	<u>HR</u>	Supervisor Signature
Reports To:	<u>Manager, Human Resources</u>	_____
Salary Grade:	<u>14</u>	Next Level Signature

		Human Resources Department

I. Job Summary

Provide Human Resources counsel, services, and support to ensure a highly productive, motivated, trained and professional work force. Recommend appropriate human resource management actions to meet business needs while supporting the company's commitment to employees and ensuring legal compliance. Oversee and maintain operational functions such as employee benefits and compensation; recruitment and staffing; training; employee relations; time and attendance; policies and procedures; and labor regulatory compliance.

II. Principal Duties/Responsibilities

- Set up and continuously improve policies, procedures and work instruction for HR Administration to ensure HR Administrative activities are standardized and in compliance with local laws and regulations, as well as in line with corporate policies.
- Coordinate hiring activities, such as preparing job descriptions and job postings; interviewing, selecting and hiring candidates; coordinating new hire orientation and training; ensuring supervisory follow-up, development and rating of employees in accordance with established employee performance criteria. Conducts exit interviews. Act as main liaison for employment agencies and ensure efficient response to plant's personnel needs.
- Plan and direct recruiting activities, such as developing sources of qualified applicants; conducting interviews; checking references; evaluating applicant qualifications; and arranging for preliminary training for newly hired employees.
- Maintain records and compile statistical reports concerning recruitment, interviews, hires, promotions, terminations and performance evaluations using knowledge of job requirements. Insures all employee hires, suspensions, and terminations are properly documented and reported in accordance with local law.
- Receive and respond to employee complaints and work with employees and managers to informally resolve employment conflicts. May conduct investigations into serious employment complaints under the guidance of the Director, HR and Labor Relations.
- Coordinate compensation administration by providing direction on the creation of job descriptions and coordination of job evaluations with support from Corporate Total Rewards. May convert relative job worth into monetary values to be administered according to uniform pay-scale guidelines and policy.

- Administer local HRIS to ensure accurate employee data, attendance and salary information. Process monthly payroll.
- Analyze company compensation policies, government regulations concerning payment of minimum wages and overtime pay, and prevailing wages in similar organizations and industries in order to comply with legal requirements and to establish competitive rates designed to attract, retain, and motivate employees. Analyze area benefit and salary surveys to insure program competitiveness. Benchmark against other companies in the area.
- Process merit increases permitted within budgetary limits in accordance with the performance management policies and procedures.
- Coordinate employee benefits program. Analyzes existing benefit policies of organization and prevailing practices among similar organizations to provide input on competitiveness of company benefit programs.
- Confer with management and supervisory personnel to determine training needs, and formulates training policies and schedules using knowledge of identified needs.
- Designate training procedures such as individual training (by computer, where appropriate), group instruction, lectures, on-the-job training, demonstrations, conferences, and meetings using knowledge of effectiveness of such methods.
- Provide advice and guidance to managers concerning available outside training and education programs, as well as issues and actions affecting the achievement of goals and objectives.
- Document and communicate safety and security policies and procedures to be followed by company personnel in compliance with local and national rules and regulations.
- Business support activities – Payments to suppliers, Bank account statement, Reconciliation of AR and AP reconciliation, Petty cash, Payment Reminders, Correspondence with business partners in terms of payment transactions.
- Other duties as assigned.

Supervisory Responsibilities

- Lead, direct, evaluate, and develop HR administrator(s), which may be at another site.
- Ensure all activities of HR & Admin team comply with relevant laws and ethical standards.
- Provide training and coaching to staff to ensure the necessary skills required to meet the requirements of each direct report position.
- Ensure all staff understand and adhere to legislative guidelines and Toro EHS policies, procedures and safe work practices.

III. Minimum Job Requirements:

Work Experience:

Minimum of 8 years of professional and progressive Human Resources experience in a manufacturing environment in Germany.

Education and Training:

University degree in Human Resources or related field preferred.

Skills:

- Thorough knowledge of and ability to equitably apply German statutes concerning all employment matters.
- Ability to objectively investigate employee or manager complaints, analyze data, make recommendations and implement resolutions.
- Ability to recruit, screen and onboard new employees.
- Ability to communicate effectively both orally and in writing in German and English. Other language skills (Polish) preferred.
- Knowledge of and ability to apply effective mediation skills.
- Current knowledge and ability to apply relevant local, and national, labor and other applicable laws.
- Ability to respond to common inquiries or concerns from regulatory agencies, management and employees.
- Ability to establish and maintain effective working relationships with managers, employees and agency representatives.
- Demonstrated proficiency with personal computers.
- Strong organizational and record keeping skills