



Human Resource Manager

Christopher B. Burke Engineering, Ltd. (CBBEL) has an opening for a Human Resource Manager in support of the 400+ employees across multiple disciplines. The Human Resource Manager will oversee all facets of human resources, including employee relations, compliance, staffing, training, and safety.

CBBEL is a full-service civil, environmental, and mechanical engineering firm that can comprehensively meet the needs of both private and public sector clients.

Job Summary

Qualified individuals must be self-motivated and looking to handle a multitude of various projects. The successful candidate will act as a strategic partner to support the alignment of business objectives with employees and management in designated business units. This is a hybrid position, working four days in the office and one remote.

Responsibilities

- Works closely with the Human Resource Director and company leadership to counsel managers and employees on company policies, applications, and best practices.
- Carries the strategic vision into all Human Resource policies, initiatives, processes, and procedures.
- Manages disciplinary action to ensure fair and equal application of the Employee Handbook.
- Assists with the development of job descriptions, training materials, and communications, as needed.
- Assists with the administration of the performance management process.
- Active participant in identifying employee and departmental training needs and maintaining an up-to-date company training matrix.
- Oversees and works with company administrative staff to ensure successful planning of all company events.
- Manages workers' compensation function, including FROI; regulatory and internal reporting; ensuring injured employees receive appropriate care; communicating with the workers' compensation carrier.
- Administers Safety Program, OSHA Compliance, and other governmental regulations.
- Assists in reviewing compensation and benefit programs to ensure we are competitive in the marketplace.
- Facilitates the offer process with potential new hires by extending the offer and negotiating employment terms.
- Oversees the onboarding of new employees on company policies, safety requirements, and new hire paperwork.
- Provides accurate and timely reports concerning all aspects of the Company's employees, such as headcounts, 401(k), Insurance Enrollments, and more.
- Maintains all employee confidential record-keeping systems.
- Other assignments as needed.

Qualifications:

- Bachelor's degree in or a related field
- 5-7 years' experience in a Human Resources position
- Thorough understanding of federal and state labor laws and regulations
- Technological aptitude and knowledgeable of HRIS system
- SHRM Certification



- Motivated self-starter
- Decision making ability that aligns with our company culture
- Effective translation of complex, intangible concepts into strategic steps with actionable ideas
- Influencing skills at all levels of the organization while working efficiently and effectively
- Effective collaboration and teamwork skills
- Critical thinker and listener
- Proven ability to maintain confidentiality of sensitive information

We offer high growth potential and a comprehensive benefits package including medical, dental, life, disability, PTO days as well as an employer matching 401(k) program. Interested candidates should email their resume and any questions to Deanna Amelio, Human Resources Coordinator at damelio@cbbel.com.

Christopher B. Burke Engineering, Ltd. (CBBEL) is an Equal Opportunity Employer. It is the policy of CBBEL to provide equal employment opportunity without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, marital status, changes in marital status, pregnancy, childbirth, or medical or common conditions related to pregnancy or childbirth, parenthood, creed, veteran's status, veteran's disability and physical or mental disability, citizenship status or unfavorable discharge from the military. CBBEL intends that all matters related to recruiting, hiring, training, compensation, benefits, promotions, transfers, terminations, layoffs and recalls, as well as all CBBEL sponsored social and recreational programs, and all treatment on the job, be free of unlawful discriminatory practices.