

<b>Job Title:</b>	Human Resource Manager	<b>Job Category:</b>	Professional
<b>Location:</b>	Rockville, MD	<b>Travel Required:</b>	Occasional
<b>Level/Salary Range:</b>	Sr. Management	<b>Position Type:</b>	Full-time Regular
<b>HR Contact:</b>	Susan Shelley	<b>Date posted:</b>	11/10/2009
<b>Will Train Applicant(s):</b>	No	<b>Posting Expires:</b>	Until Filled
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (301) 309-8310 x 1729 or <a href="mailto:recruiter@themccgroup.com">recruiter@themccgroup.com</a> Subject Line: Human Resource Manager <b>Attention:</b> [Recruiting or HR Department RE: HR Manager]		<b>Mail:</b> The McConnell Group Attn: Human Resources 1901 Research Blvd., Suite 502 Rockville, MD 20850	
<b>Job Description</b>			
<p><b>Job Purpose:</b> To direct and coordinate the HR functions as well as support the day-to-day operations and strategic needs of the department.</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Establish and administer policies and practices for 200+ employees</li> <li>• Identify best practices and organizational efficiencies</li> <li>• Oversee the management of employee benefits programs</li> <li>• Develop and manage employee appraisal, compensation and awards programs; coordinate internal career development program.</li> <li>• Oversee the continuous development and implementation of HR database and tracking tools to meet corporate business and reporting objective</li> <li>• Oversee the management of Human Resource Information Systems (HRIS) and business process interfaces to corporate payroll</li> <li>• Oversee and manage the recruiting activities for job vacancies and proposal recruiting</li> <li>• Develop HR department budget proposals and manage to targets</li> <li>• Propose, publish, and administer human resources policies</li> <li>• Serve as Equal Employment Opportunity Employment specialist</li> </ul> <p><b>Skills/Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Minimum BS degree in Human Resources Management or related field.</li> <li>• Ten (10) plus years of experience in human resources.</li> <li>• Has previous experience working with government contracts; especially SCA contracts</li> </ul>			

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