

**STARRY, Inc.**  
Position Description  
**HR Manager**

**POSITION ASSIGNMENT**

**Position Title:** HR Manager

**Company:** STARRY

**Status:** Full-time; Exempt

**Department:** Operations

**Reports To:** Sr. Operations Manager

**Location:** Remote with some travel

**STARRY Vision:** We envision a Texas where every child has a healthy, forever family.

**STARRY Mission:** We nurture children, strengthen families, and restore hope through counseling, fatherhood and family preservation services.

**STARRY Core Values**

|                         |                                                                  |
|-------------------------|------------------------------------------------------------------|
| <b>S</b> Service        | World-class service is our passion.                              |
| <b>T</b> Together       | We are stronger together.                                        |
| <b>A</b> Access         | Everyone is welcome here.                                        |
| <b>R</b> Responsibility | Shared ownership produces successful outcomes.                   |
| <b>R</b> Relationships  | Healing happens when people feel safe, secure and loved.         |
| <b>Y</b> You            | Our clients, community, stakeholders and staff are our priority. |

**POSITION SUMMARY**

The Human Resource Manager will lead and direct the functions of the Human Resources (HR) department including but not limited to recruitment and onboarding, employee relations, performance management, training and development, and compensation and benefits. In addition, the Human Resources Manager will be responsible for policy development and compliance, record keeping and audits, team management, payroll oversight, benefits and insurance, as well as health and safety programs. The Human Resource Manager must understand and support the mission of STARRY's programs and its core values.

**KEY RESPONSIBILITIES**

- **Human Resources Management & Development**
  - **Recruitment & Onboarding:** Lead recruitment efforts for all levels of staff, including interviews, background checks, offer letters, and onboarding. Ensure a smooth transition for new hires.
  - **Employee Relations:** Serve as a point of contact for employee inquiries, address concerns, and resolve conflicts. Manage investigations related to employee complaints or misconduct.
  - **Performance Management:** Oversee the performance management process, including setting performance goals, conducting evaluations, and recommending corrective actions when necessary.

- **Training & Development:** Design and implement training programs to foster employee growth and ensure compliance with company policies and regulations.
- **Compensation & Benefits:** Assist in the administration of compensation and benefits programs, ensuring competitive and fair practices.
- **Compliance & Documentation**
  - **Policy Development & Compliance:** Maintain up-to-date knowledge of federal, state, and local employment laws. Regularly review and update company policies, employee handbooks, and HR practices to ensure compliance.
  - **Record Keeping & Audits:** Manage HR records, including employee files, performance evaluations, and leave records. Conduct periodic audits to ensure compliance with internal policies and legal requirements.
- **Supervision & Leadership**
  - **Team Management:** Supervise and provide support to the HR/Payroll staff, including performance evaluations and professional development.
  - **Reporting:** Provide regular HR, payroll, and benefits reports to the Sr. Operations Manager on recruitment, turnover, training, cost analysis, and compliance matters.
- **Administrative Duties**
  - **Payroll Oversight:** Provide backup support for payroll processing and assist with any payroll-related inquiries.
  - **Employee Benefits Administration and Insurance:** Oversee employee benefits and insurance programs, including enrollment, changes, and annual renewals.
  - **Health & Safety Programs:** Support the implementation and administration of workplace safety and workers' compensation programs.

## **QUALIFICATIONS & SKILLS**

- Bachelor's degree in human resources, Business Administration, or related field.
- Minimum of 5 years of HR Management experience with SHRM Certification (SHRM-CP or SHRM-SCP), or equivalent experience.
- Proven experience in HR management, with a strong understanding of HR laws and regulations.
- Exceptional communication, interpersonal, and conflict resolution skills.
- Proficiency in HR software systems and Microsoft Office Suite.
- Ability to handle sensitive and confidential information with discretion.

## **PHYSICAL REQUIREMENTS**

- Remote with occasional travel required for training, recruitment, or employee relations issues.
- Full-time position with standard office hours.

## **WORKS COOPERATIVELY WITH:**

- (1) All STARRY staff; (2) External STARRY vendors; (3) Leadership

**ACCOUNTABILITIES**

Reports to: Senior Manager of Operations

*I understand that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this position. This document does not create an employment contract, nor does it modify the at-will employment status of all employees. I have reviewed the job description for the position of HR Manager and can perform the essential functions required. I have received a copy for my records.*

Received by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name