



**JOB POSTING NOTICE**  
**An Equal Opportunity Employer**

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ALL QUALIFIED APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, SEX, COLOR, RELIGION, SEXUAL ORIENTATION, AGE, NATIONAL ORIGIN OR DISABILITY

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**POSTING DATE:** 12/12/2018  
**JOB POST #:** 2233  
**AVAILABLE:** 01/07/2019

**CLOSING DATE:** 12/31/2018 or until filled  
**JOB TITLE:** Human Resources Manager  
**REGULAR:** Full-time/Exempt

**KLRU, Austin's PBS station, seeks a Human Resources Manager** to be responsible for all aspects of the Human Resource function and serves as the leader of an employee culture of excellence, creativity, transparency, collaboration and respect. This role provides guidance, direction and support to other managers in the organization and is accountable for the delivery of HR services and HR strategic direction.

At KLRU, we do meaningful work with a small team of passionate coworkers dedicated to public dialogue, civic engagement, and positive community change. We pride ourselves on our supportive and collaborative work environment. Come join us in forging the future of public media in Central Texas.

**Duties & Responsibilities:**

- Leads effort to build a diverse, inclusive and engaged workplace, including programs for employee relations, affirmative action, sexual harassment, employee complaints, training and career development
- Ensures that employee questions and issues are addressed effectively and leads key strategic projects aimed at improving employee experience
- Serves as key HR advisor to the executive team, recommending approaches, policies and procedures to effect continual improvements based on the station's objectives
- Understands and monitors compliance with policies, state and federal employment law, and related regulatory compliance
- Act as liaison with outside legal and professional resources to ensure all employment actions and policies follow current laws and regulations
- Maintains files and information systems as required by law or other regulation
- Manages recruiting process from job posting, interviews, scheduling, background checks, and on-boarding/orientation
- Administers benefits programs such as health, dental, vision and life insurance, retirement plan, vacation, medical leave and other paid leaves
- Oversees compensation and benefits administration, including annual ACA and Form 5500 report compilation and filing
- Oversees bargaining unit contract renewal negotiations and contract interpretation for managers
- Ensures speedy resolution/close out of matters of discipline, disputes and reported grievances
- Ensure compliance with all local, state, and federal employment law, CPB requirements, FCC EEO requirements and annual report compilation and filing
- Coaches management on initiatives to drive performance and oversees the Performance Review process

**Qualifications:**

- Bachelor's degree or equivalent experience in human resources or business related field
- 2-5 years of experience as an HR manager, SHRM or similar certification a plus
- Experience working with a bargaining unit and familiarity with National Labor Relations law
- Excellent computer skills, proficient with ADP, Google Docs, Outlook, Word and Excel.
- Demonstrated coaching and conflict resolution skills
- Strong communications and interpersonal skills
- Dedication to continuously improve the overall quality of work culture
- Well versed in all aspects of employee related laws and regulations.
- Ability to manage multiple tasks and projects
- Ability to proactively engage with staff of all levels with diplomacy and tact
- Possesses high degree of discretion and judgment in both the retention and dissemination of information
- Works independently while making sound decisions and exercising good judgment

**PLEASE SUBMIT RESUME AND COVER LETTER WITH SALARY REQUIREMENTS TO:**

Human Resources, Attn: Melanie Blackman (mblackman@klru.org)  
Mailing Address: P.O. Box 7158, Austin, TX 78713-7158 Fax: (512) 233-5818