



**Engineering and Consulting
Service Excellence Since 1974**

NOW HIRING: HUMAN RESOURCE MANAGER

Job Description:

Commonwealth Engineers, Inc. is seeking an experienced Human Resource (HR) Manager to join our award-winning engineering design and consulting firm. This position is responsible for leading and directing day-to-day HR functions such as recruitment, interviews, hiring, coordination of employee benefits, and enforcing corporate policies and best practices.

Responsibilities:

- Manage talent acquisition including recruitment, interviews, talent retention, and coordination of hiring and onboarding
- Manage compensation, benefits, and incentive programs
- Process insurance, unemployment, disability, and compensation claims
- Ensure compliance with federal, state, and local employment laws and regulations
- Review policies and operations compliance and update/maintain employee handbook
- Oversee employee disciplinary meetings, terminations, and exit interviews
- Maintain knowledge of trends, best practices, and technologies concerning human resources, talent management, and employment laws
- Employee data management and personnel files
- Prepare and submit compensation surveys and employment award applications
- Coordinate Annual Review and Annual Safety Training programs
- Coordinate employee recognition and volunteer programs

Qualifications/Skills:

- Bachelor's degree in Human Resources or related field
- Minimum of ten years of Human Resource experience
- Management experience
- SHRM-CP or SHRM-SCP Certification a plus
- Proficiency with Microsoft Office Suite
- Excellent interpersonal, negotiation, and conflict resolution skills
- Excellent verbal and written communication skills
- Strong analytical and problem-solving skills
- Ability to prioritize tasks
- Ability to work with integrity, professionalism, and confidentiality
- Must be willing to travel to career fairs and regional offices as needed

Benefits:

For the past 50 years, Commonwealth has earned our reputation as a leader in the water resource industry. Join our award-winning engineering and consulting firm and receive these benefits:

- Competitive base salary
- Medical, dental, and vision insurance
- Long-term and short-term disability insurance including maternity leave
- Supplemental insurance
- AD&D coverage
- Matching 401(k) & profit sharing
- Annual performance bonus
- Additional incentive pay for each hour worked in excess of the 40-hour schedule
- Paid time off and holidays
- Flexible scheduling
- Professional development opportunities
- Employee outings



Applicants should e-mail a cover letter and resume to hiring@contactcei.com or submit online:

[commonwealthengineers.com/careers](https://www.commonwealthengineers.com/careers)