

TRU SOLUTIONS MANAGEMENT CHARTER	Number/Rev. MC 5.1, Rev. 4 Page 1 of 2
TITLE: HUMAN RESOURCES	
COGNIZANT SENIOR MANAGER:	APPROVED BY:
Approval on File 12/1/04 T. L. Frye Date Human Resources	Approval on File 12/6/04 S. D. Warren Date WTS General Manager

1.0 ROLE

The Washington TRU Solutions LLC (WTS) Human Resources Department will support activities and programs in a service and consulting role to meet customer initiatives, regulatory requirements, and changing mission needs in a timely, quality-focused, and cost-effective manner.

2.0 RESPONSIBILITIES

- Design and administer a comprehensive compensation program to attract, retain, and motivate qualified and diverse employees to accomplish the Waste Isolation Pilot Plant mission. Provide salary and benefits that reward employees for their performance, knowledge, and contribution to the project.
- Support the company strategic plan that mirrors U.S. Department of Energy objectives while outlining specific goals and challenges for the future.
- Counsel management in fostering sound employee relations by providing guidance and direction on matters such as performance, discipline, regulatory compliance, and employee concerns. Develop and implement employee practices that comply with applicable laws and regulations, while ensuring sound employee relations.
- Produce and coordinate various statistical reports and deliverables in compliance with corporate, federal, and contractual requirements on a periodic basis.
- Establish and maintain a strategic staffing plan.
- Administer a recruitment program to include manpower planning, advertising, interviewing, selection, salary determination, and relocation.
- Manage the Affirmative Action Program and Diversity Initiatives to ensure and coordinate regulatory compliance and fair opportunities for all qualified individuals.
- Administer employee educational assistance programs.

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TITLE: HUMAN RESOURCES <ul style="list-style-type: none">• Perform business operations relative to human resources budgets, procurement, and contract oversight.• Provide technical training and management development activities.	