

**Maquoketa Valley Electric Cooperative
Employee Job Description**

Job Title: Human Resources Manager

SUMMARY

The Human Resources Manager administers Human Resource programs for employee benefits, and wellness programs; assists the CEO in the development of employment policies and provides administrative support to the CEO and Board of Directors. This position is also responsible for coordinating the cooperative's human resource programs by administering human resource activities and by providing advice and assistance to applicants, employees and management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed by the individual. They are not intended to be construed as an exhaustive list of all responsibilities. The Human Resources Manager shall be required to perform any other duties assigned in order to fulfill the objective of the Cooperative.

- Provides administrative support to the CEO and Board Directors. Prepares reports and correspondence, coordinates travel and other schedules. Assembles monthly Board packet and ensures it is received in a timely manner. Handles meeting arrangements for the Board as needed.
- Maintains corporate confidential files, board and CEO files.
- Assembles minutes of Board meetings, from secretary's notes maintaining the confidentiality required for said documents.
- Maintains employee benefits and administrative records maintaining the required confidentiality of all records. Responds to questions and provides information on cooperative programs. Acts as Privacy Officer for HIPAA. Administers the Cooperative Cafeteria Plan.
- Develops and recommends employee policies to CEO.
- Coordinates all human resources activities including the recruiting, selection hiring, termination, promotion, and performance appraisal programs.
- Maintains all personnel records on active, terminated, retirees and directors.
- Assists department heads in the development of position descriptions ensuring consistent format and the inclusion of recommended information.
- Ensures compliance with FMLA, EEOC, FLSA, HIPAA, ADA, Workers Compensation and related statutes. Recommends changes as necessary to maintain compliance.
- Updates all employee information and changes for system payroll in a confidential manner.
- Provides employee benefit orientation for new employees.
- Reviews and approves employee benefit invoices, submits 401 K contributions, loan payments, child support payments and/or other similar items.
- Coordinates employee social functions including summer picnic, Christmas Luncheon, retirement parties, blood drive, and wellness checks for safety meeting.
- Assists with financial forms and reports.
- Notarizes documents.
- As a member of the executive team, this position is responsible for the provision of a full range of supervisory activities including but not limited to the selection, training and evaluation of personnel, budgeting, planning and the completion of special projects as delegated.

- Responsible for providing a safe work environment for themselves and all employees working near them.
- Coordinates annual Drug and Alcohol Supervisor training ensuring the cooperative is in compliance with Federal and State requirements.
- Oversees Wellness Reimbursement Program payments
- Oversees Affirmative Action Plan for Wisconsin Apprentice Program
- Assists employees with travel arrangements when requested.
- Coordinates the annual update of the MVEC Disaster Plan working with department heads to keep it current and to ensure an annual drill is scheduled.
- Annual Renewal of all employee benefits through vendors
- Submit and follow-up with insurance carrier for work comp injuries
- Annual OSHA 300 report
- Annual wage information and Pension survey to NRECA

SUPERVISORY RESPONSIBILITIES

While this position has no direct supervisory responsibilities, it is a senior member of the management team and has authority to direct employees as needed to ensure all HR compliance policies and procedures are being implemented.

QUALIFICATIONS

A combination of administrative and human resource experience is required. Human Resource experience should include the full range of human resource activities including, but not limited to, employee benefits, recruiting, development of job descriptions, and the administration of cooperative human resource programs – wage and salary, performance review and related programs.

Administrative activities should include the coordination of schedules, development of written materials and the maintenance of corporate confidential information. Must be able to organize work to complete deadlines. Ability to maintain the confidentiality of information that is seen or overheard in the course of interacting with the CEO and Board is a requirement.

- Excellent communications skills are required.
- Must be able to operate standard office equipment.
- Must be able to work with a variety of people under varying circumstances.
- Must be able to organize work, set priorities and complete assignments with attention to detail and a high degree of accuracy.
- Excellent oral and written communication skills are required.
- Ability to maintain strict confidence of information obtained.

Education and Experience

A B.A./B.S, degree in Human Resources Management, Business Administration or a related field is required. Must possess a working understanding of Employment Law. Must have a working knowledge of standard human resource practices.

Required Licenses or Certifications

This position requires occasional travel both within and outside the State of Iowa. A valid Driver's License is preferred, but not required.

Language Skills

This position must have the ability to read, analyze, and interpret Federal and State rules, regulations and laws as well as the ability to effectively present information and respond to questions from managers, and co-workers in a clear and concise manner.

Mathematical /Computer Skills

Basic math skills are required as well as proficiency with typical office software.

Reasoning Ability

Ability to apply common sense understanding and to carry out instructions furnished in written or oral form; Ability to define problems, collect data, establish facts, and draw conclusions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is required to stand. The employee is required to move between various locations. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. A combination of Inside and Outside work may be required. Irregular hours including nights, weekends and holidays may be involved particularly during emergency situations.

INTERNAL RELATIONSHIPS:

Employees: Advises and assists employees with HR solutions.

Department Heads: Works closely with department heads in the development interpretation of policies and in the normal HR functions such as hiring, evaluating, and documenting of employee actions.

CEO and Board: interacts with and assists the CEO and Board in the performance of their responsibilities.

EXTERNAL RELATIONSHIPS

This position will also work frequently with people outside the Cooperative, extending a positive, professional image of Maquoketa Valley Electric Cooperative in all communication and actions.

Member-Consumers: Advises and assists member-consumers in every way possible. Takes advantage of the opportunity to obtain increased understanding and acceptance of cooperative objectives, policies, plans and programs.

Vendors: Obtains information on new products, and resolves problems.