

My Community Credit Union
Structured Compensation - Job Description
SVP Human Resources

Data Year: 2019
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www.mccu.coop/careers.html

Department:	None	Grade:	15
Reports To:	President/CEO	Classification:	Exempt
Supervises Direct:	One	Supervises Indirect:	0
Approved By:	D Neal	Effective Date:	09/23/2017
		Revised Date:	09/19/2017

Role:

Provides overall strategic Human Resource leadership to the organization. Oversees the development and implementation of human resource policies, programs, and services. These include but may not be limited to employee relations, employment practices, compensation and benefits, recruitment and orientation, manager training and development, retention, legal compliance and procedures, and employee communications. Engages in the strategic planning process through the implementation of HR strategies and solutions that support short and long-term business objectives. Conducts research and oversees special projects and assignments for the CEO.

Essential Functions & Responsibilities:

- E 25% Develops, implements and oversees strategic human resource leadership that supports short and long-term business objectives. This includes development and implementation of policy and procedures, ensuring appropriate employment practices, effective employee relations, and all other HR responsibilities. Serves as primary administrator of employee retirement and welfare benefits. Through subordinate employees, oversees general HR functions including, but not limited to employee welfare benefits enrollment, employee file record keeping, time keeping and payroll functions, and ensuring compliance with applicable Federal and State laws and regulations. Establish and implement HR efforts that effectively communicate and support the company's mission and strategic vision. Develop HR plans and strategies to support the achievement of the overall business operations objectives.
- E 20% In coordination with members of the senior management team, establishes and achieves management development objectives for subordinate managers and supervisors. Effectively develops and implements manager/supervisor training, ensuring effective skills for managing and developing staff. Work with the company's executive management team to establish a sound plan of management succession that corresponds to the strategy and objectives of the company.
- E 15% Under the direction of the President/CEO, conducts research and oversees special projects and assignments. Ensures that all aspects are thoroughly researched, well documented, and completed in a timely manner. Coordinates research and project assignments with other members of senior management, as appropriate.
- E 10% Ensures that all employees receive appropriate and effective performance evaluation on an annual basis. Establishes and equips managers/supervisors with the knowledge and tools to effectively coach for improved performance. Establishes and equips managers/supervisors with the knowledge and tools to effectively utilize the employee discipline process, with direct involvement applicable.
- E 10% Directs recruitment and placement of new CU staff, identifying and retaining individuals with the talent and skills to meet the needs of the CU and its members. Provide overall leadership and guidance to the HR function by overseeing talent acquisition, career development, succession planning, retention, training, leadership development, compensation, and benefits.

- E 10% Serves as primary administrator for employee benefit programs: retirement plan, basic and major medical coverage, dental insurance, group life insurance, LTD, STD, and other benefits. Oversees subordinate employee who consults with and advises employees on their eligibility for these and other related benefits. Recommends changes or additions to the program to reflect employee, and organization's needs. Ensures that employees are educated regarding the benefit plan. Ensures compliance with all legal requirements of various employee benefit programs and prepares and files required legal reports. Administers the organization's compensation plan, including but not limited to accurate and up-to-date job descriptions and compensation evaluation, merit increase plan, and performance planning and review program. Develop and implement comprehensive compensation and benefits plans that are competitive and cost-effective.
- E 5% Engages in ongoing professional development, maintaining knowledge of current employment law practices. Timely completes all required compliance/operations training.
- N 5% Performs other job related duties as assigned.

Performance Measurements:

1. Develops and maintains proficient knowledge of relevant labor laws and regulations, ensuring credit union compliance. Develops and maintains proficient knowledge of changing HR strategies and practices, effectively implementing changes as deemed appropriate.
2. Develops and maintains proficient knowledge of local market trends for compensation and benefits, recommending and implementing changes to remain competitive in the job market. Administers the credit union compensation and benefits programs in an equitable, competitive, and budget-conscious manner.
3. Effectively coordinates with members of senior management to establish and achieve management development objectives for subordinate managers and supervisors. Develops and presents effective and quality management training.
4. Maintains a highly trained and motivated staff, sufficient for effectively meeting the needs of the credit union and its employees. Ensures that staff meets expectations for accurate, courteous, and timely service. Maintain overall efficiency and effectiveness human resources and facilities management.
5. Effectively oversee the recruitment, placement, and successful on boarding of qualified candidates, sufficient to meet the needs of the credit union and its members.
6. Ensures that assigned staff receives proper and timely training, sufficient to operate within CU policies and procedures, and in compliance with applicable laws and regulations. Complete all required compliance/operations training and abide by credit union and governmental rules and regulations.
7. Provides the CEO with well-researched and relevant information in the formulation of short-term and long-range plans and recommended employment policy updates. Provides the CEO with accurate, relevant, and well-documented research. Effectively completes special projects, meeting or exceeding communicated expectations, and in a timely manner.
8. Keeps the CEO informed regarding key operational issues affecting Human Resources and Facilities Management. Keeps the CEO informed of pending labor law, regulation, and or environmental changes that would affect operation of the credit union.

Required Knowledge, Skills, and Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.

Thorough knowledge of employment-related laws and regulations.
Knowledge of and experience with various human resource information systems.
Proficient with Microsoft Office Suite or related software.

Education and Experience A minimum of ten years of HR experience.
At least five years executive HR experience
BS/BA degree from an accredited college/university; MBA or MA/MS
SHRM Senior Certified Professional certificate (SHRM-SCP) or a graduate degree

Interpersonal Skills The ability to motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the job.

Physical Requirements This position requires manual dexterity, primarily working with the hands and fingers (75% or more). This includes but may not be limited to: key-boarding, writing, and compiling packets of information (grasping, turning, sorting, pinching, etc.).

This position requires the following physical abilities: Standing/Walking (30% or more), Bending/Stooping (up to 20%), Sitting (up to 80%), Lifting/Carrying up to 20 lbs. (up to 10%), Pushing/Pulling up to 25 lbs. (up to 10%).

This position requires the following visual, hearing, and speaking abilities: Long-range and short-range detailed Visual Acuity, Hearing sufficient to communicate effectively, Speak clearly in order to communicate effectively.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature