

## Director of Human Resources

Department: Administration	FLSA Status: Exempt
Reports to: Chief Executive Officer	Location: McGregor
NRECA NCS classification: 31-2121	Create Date: 4/29/2025
<b>BASIC FUNCTION:</b>	
<p>The Director of Human Resources is responsible for establishing and executing the strategic direction for all human resources functions, aligning them with the Cooperative's goals and objectives. This role involves overseeing all HR functions, ensuring efficiency, accuracy, and full compliance with all applicable laws, regulations and policies. The Director supports staff development, improves processes, and cultivates a positive and inclusive workplace culture. A key responsibility includes implementing policies and practices that mitigate organizational risk and limit exposure. This role may be responsible for the administration of payroll; managing the accurate and timely processing of employee pay, ensuring compliance with tax laws, maintaining payroll records, and handling benefit deductions and reporting.</p>	
<b>EDUCATION AND EXPERIENCE:</b>	
<ul style="list-style-type: none"> <li>• Bachelor's degree in Human Resources, Business Administration, or related field is preferred.</li> <li>• 5+ years of progressive experience in human resources is required.</li> </ul>	
<b>KNOWLEDGE, SKILLS AND ABILITIES:</b>	
<ul style="list-style-type: none"> <li>• <b>Comprehensive HR Knowledge:</b> Broad knowledge across multiple HR functions including compliance, recruitment and staffing, employee relations, compensation and benefits, and performance management.</li> <li>• <b>Policy Implementation:</b> Proven ability to develop and implement HR policies, procedures, and programs that enhance organizational performance and employee engagement.</li> <li>• <b>Legal and Regulatory Compliance:</b> In-depth understanding of employment laws and workplace regulations, including FLSA, ADA, and FMLA with strong risk management practices.</li> <li>• <b>Confidentiality and Discretion:</b> Skilled in handling sensitive information and situations with a high level of professionalism and confidentiality.</li> <li>• <b>Communication Skills:</b> Strong verbal and written communication skills; effective at building relationships and collaborating effectively with cross-functional teams, senior leadership, and external stakeholders.</li> <li>• <b>Payroll Management (Conditional):</b> Understanding of payroll procedures, tax withholdings, and payroll software systems, ensuring timely, accurate, and compliant payroll execution.</li> </ul>	
<b>ESSENTIAL DUTIES/RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"> <li>• <b>HR Strategy Development:</b> Develop and align human resources strategies with organizational goals to support performance, growth, and long-term success.</li> <li>• <b>Talent Acquisition &amp; Workforce Planning:</b> Oversee recruitment, talent acquisition, and workforce planning to ensure the organization attracts, hires, and retains top talent.</li> <li>• <b>Performance Management &amp; Employee Development:</b> Implement and manage performance management systems and employee development programs to foster continuous growth and engagement.</li> <li>• <b>Compensation &amp; Benefits Administration:</b> Administer compensation, benefits, and employee engagement initiatives to enhance employee satisfaction and support organizational objectives.</li> <li>• <b>Legal Compliance &amp; Risk Management:</b> Ensure full compliance with employment laws and regulations while proactively managing HR-related risks.</li> <li>• <b>Workplace Culture &amp; Employee Well-being:</b> Promote and maintain a positive, safe, and inclusive workplace culture that aligns with organizational values and supports employee well-being.</li> <li>• <b>Change Management &amp; Organizational Development:</b> Lead change management and organizational development efforts related to HR, facilitating effective transitions and continuous improvement.</li> <li>• <b>HR Documentation Management:</b> Manage employee records and HR documentation, ensuring accuracy, organization, and compliance with applicable policies and regulations.</li> </ul>	<b>Percent of Time</b>

<ul style="list-style-type: none"> <li><b>Payroll Administration (Conditional):</b> Oversee full payroll cycle, including collecting and verifying timesheets, calculating wages, processing payments, and maintaining accurate payroll records. Manage all applicable deductions such as taxes, benefits, and garnishments, ensuring they are correctly applied and reflected in employee pay. Address discrepancies and employee inquiries promptly to ensure a smooth payroll experience.</li> </ul>	15%
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#### WORKING CONDITIONS AND MENTAL or PHYSICAL REQUIREMENTS:

##### Physical Demands

(Scale: Rarely = Less than 5%, Occasionally = 5% - 25%, Frequently = More than 25%)

1. Heavy lifting or moving of materials: Ability to lift a minimum of 25 pounds, and maximum of 50 pounds. Rarely
2. Operates Office Machines: PC's, copy, and fax machines. Frequently
3. Standing: Up and down all day. Frequently
4. Walking: Frequently
5. Awkward Position (stooping, bending etc.): Rarely
6. Climbing Maximum: Rarely
7. Eye-hand Coordination: Close vision, ability to adjust. Frequently
8. Location: Indoor 90% of time, Outdoor 10% of time

#### Job Description Acknowledgement

This job description is not all-inclusive. Other reasonable duties may be assigned as needed, so long as they are within the scope of the role. Job duties and responsibilities may change based on the Cooperative's needs. This document is not a contract of employment.

All roles are expected to support and reflect the Cooperative's mission and vision statement in the performance of their duties.

I have received and read the job description. I understand the responsibilities listed and agree to perform them to the best of my ability under all conditions described.

Employee Name (Printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_