

**TALLAHATCHIE VALLEY ELECTRIC POWER ASSOCIATION
JOB DESCRIPTION**

Title:	Human Resources Manager	Reviewed:	
Number:		Exempt Status:	Exempt
EEO-1:	43-4161	Reports To:	CEO
EEO-1 Class	Administrative Support Workers	Supervises:	None

JOB PURPOSE

The HR Manager will support employee relations, all benefit program support, and maintain all Board policies as approved. The HR manager will support the Association to fill open positions and work with the management team to develop employees for future opportunities. This position will ensure that the Association complies with and follows all Federal, State, and labor regulations and laws concerning all areas of human resources as applied.

DUTIES AND RESPONSIBILITIES

Primary Functions:

- Recommends creation or changes to personnel policies, procedures, and programs. Periodically reviews policies, procedures, and programs for areas of improvement. Submits policies monthly for board approval for no updates or if any updates are recommended. Conducts a continuing study of all human resources policies, programs, and practices to keep management informed of new developments.
- Manage Employee Relations in the Association which includes, but is not limited to evaluate relations, perceptions, and other factors that may inhibit positive morale or a positive and productive working environment. Work with Management and Employees to address any issues identified which may include coaching or mentoring groups or individuals. Serve as counsel to staff for effective resolution of personnel issues.
- Protects company and employee interest in accordance with company policies and governmental laws and regulations. Maintain current knowledge of state and federal employment compliance requirements and Company policies to assure compliance with policies and guidelines related to human resources.
- Assists with the hiring process by distributing information to applicants, maintaining appropriate files, sending response letters, administering tests and other jobs as requested to insure all people are given appropriate consideration for job openings and promotions
- Coordinates training of new supervisors and employees with regard to compliance issues and regulations. Maintain continuing education training records for all employees of the cooperative and administers apprenticeship tests to assist employees in their continuing education efforts.
- Develop employee performance evaluation program and assist with wage review.
- Enrolls employees in appropriate benefit programs and maintains files relating to employee benefits.
- Files and maintains records of personal injury accidents. Process worker’s compensation claims and sets up appointments with medical providers. Files Long Term Disability Claims. Assists disabled employees in adjusting to their disability and monitors their condition.
- Assists in pre-retirement counseling and act as a liaison between employees and NRECA, benefit program administrators. Interprets the Pension Plan and maintains records of employee contributions to the plan

- Provides assistance to employees with Credit Union transactions and submits current payroll deduction information to the Payroll Clerk.
- Responds promptly to claims of discrimination, harassment, and workplace violence. Administers policies and procedures fairly and impartially with respect to discipline, work performance, work assignments, and attendance.
- Serves as primary resource on all compliance for federal, state, and labor regulation which include responsibility for the cooperative's Affirmative Action Plan, equal opportunity matters, filing necessary reporting for Equal Employment Opportunity Reports (EEO-1) and the Veteran's Employment Reports (VETS-4212). Ensures that the Cooperative is in full compliance with all regulations and laws. Protects company and employee interests in accordance with company policies and governmental laws and regulations. Provides guidance on leave issues including FMLA, ADA and other leave laws. Supervise/maintain required bulletin board postings.
- Accountable for maintaining in a confidential manner all files in the Human Resources office, being personally responsible to maintain the employee credit union files, workers compensation/accident records, employee personal injury and employee property damage files, general files, and maintaining the employee personnel files.
- Monitors and participates in employee warnings, misconduct documentation, and terminations in accordance with legal guidelines. When appropriate, conducts exit interviews and ensures compliance with applicable laws and regulations and arranges for the return of cooperative property.
- Updates and maintains the Employee Handbook and distributes changes to the manual insuring employees are kept well informed. Be a knowledgeable resource to employees seeking answers to questions on policies and procedures.
- Takes the leadership role with employee recognition and outreach programs. Schedules and coordinates TVEPA's Retirement Lunch, Annual Meeting, Thanksgiving Lunch, Christmas Party, and other functions throughout the year.

Secondary Functions:

- Emergency storm support.
- Perform any other duties assigned in order to fulfill the objectives of the Association

Functions performed by all TVEPA Employees: Keeps informed and complies with all TVEPA policies, procedures, and rules. Participates in Job Safety and Training. Complies with all TVEPA safety rules and regulations. Exercises reasonable care in the use and security of all TVEPA assets. Makes every effort to serve all members courteously and efficiently, to respond to their inquiries, satisfy their complaints and if unable to do so, refer them to the proper persons. Makes every effort at all times to do all possible to develop members' support. Keeps supervisor informed of all activities and advising of unusual situations or problems that arise. Cooperates with all employees in maintaining good working relationships and high morale, exchanges ideas, information, and job experiences.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all duties and responsibilities of personnel so classified.

EXTERNAL RELATIONSHIPS

Maintain good relationships in all contacts with the general public. Establishes effective working relationships, provides information, assistance, coordination, advice, and other positive communication that best represents the business needs of the Association with the following:

- **Members-Consumers:** Responds to inquiries, provides advice and assistance, and promotes Association programs, policies, plans and services.
- **Professional and Membership Associations:** Participant in meetings, obtain/exchange information.
- **ECM's of Mississippi:** Exchange information and resources for the betterment of business needs.
- **State and Federal Agencies:** Cooperates with, submits reports and exchange information.
- **General Public and Community:** Maintain a good rapport. Participate and service in public organizations and community affairs. Presents a friendly, positive, and professional image for the Association.

POSITION SPECIFICATIONS

- **Education:** Associate degree in human resources, business administration or office administration preferred. Ability to work in systems, benefit portals, spreadsheets and be able to write and document HR related matters are critical.
- **Experience:** Three years of human resource or office administration responsibility is required. Experience in benefit administration is preferred. Experience as an office manager, payroll, or benefits processor or in another related field will be considered.
- **Abilities/Skills:** Must have a through working knowledge of administrative, human resource procedures, labor relations, secretarial and general office practices. Knowledge of the field of human resource administration preferred. Excellent verbal and written communication skills.
- **Driving:** Must have a valid Mississippi driver's license.
- **Work Environment:** Must be willing to travel some, occasionally overnights, as well as attend functions, including after normal working hours, relevant to position. Must be willing to attend schools, seminars, training, and meetings deemed necessary to enhance job skills.

After an offer of employment has been made the Association requires a physical which will include both alcohol and drug testing.