

Federated Rural Electric Management Corp.

Position Title: Director of Human Resources	Department: Administration
Reports To: Vice President / General Counsel	FLSA Status: Exempt (highly compensated)
Date Written: April 2024	Grade: 8

General Summary:

The Director of Human Resources plans, leads, directs, develops, and coordinates the policies, and activities of the Human Resource function, ensuring legal compliance and implementation of the organization's mission and talent strategy.

Essential Job Functions:

	<u>% of Time:</u>
Collaborates with the leadership team to understand the organization's goals strategy related to staffing, recruiting, and retention.	10%
Creates and executes learning and development programs/initiatives that provide internal development opportunities for employees.	25%
Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; and training and development.	25%
Analyzes trends in compensation and benefits; administers and negotiates all employee benefits programs researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.	10%
Oversees and administers the company's non-discrimination, EEOC and affirmative action compliance programs.	5%
Maintains required HIPAA compliance program, and acts as privacy officer.	5%
Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommends best practices; reviews policies and practices to maintain compliance.	5%
Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.	5%
Serves as a backup to the Office Administrator for payroll.	5%
*Performs other duties as required.	5%

*These tasks do not meet the Americans with Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.

Direct Reports:

None

Knowledge, Skills and Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Ability to maintain flexibility and responsiveness when faced with multiple tasks and stressful situations.
- Ability to make sound decisions from available information.
- Ability to maintain confidentiality.
- Ability to speak publicly.

Education and Experience:

Bachelor's degree in human resources, business administration, or related field required.

A minimum of ten years of human resource management experience is required.

SHRM-CP or SHRM-SCP highly desired.

Physical Requirements:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger and handle controls, talk and hear. The employee is frequently required to sit and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Working Conditions:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal office working environment with the absence of disagreeable conditions.

Note:

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.