



## **Human Resources Manager**

Department: Administration  
Report to: Chief Administrative Officer  
Wage Category: Exempt

### **Job Statement**

1. Plan, administer, and coordinate human resources activities.
2. Administer benefit programs for the cooperative.

### **Essential Functions**

1. Actively promotes Association's values, vision and mission to ensure alignment with all HR processes.
2. Serve as a link between management and employees by handling questions, interpreting and administering the collective bargaining agreement and helping resolve work-related problems.
3. Analyze, modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
4. Advise managers on organizational policy matters and recommend needed changes.
5. Makes presentations to Board of Directors as needed.
6. Perform difficult duties, including dealing with understaffing, refereeing disputes, terminating employees, and administering disciplinary procedures.
7. Continually improve on-boarding process and conduct new employee orientation to foster positive attitude toward organizational objectives.
8. Identify vacancies and recruit, interview, and assist in selecting applicants.
9. Represent organization at personnel-related hearings and investigations.
10. Administer compensation, benefits and performance management systems.
11. Provide current and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits.
12. Analyze data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.
13. Prepare and follow budgets for personnel operations.
14. Oversee the evaluation, classification and rating of occupations and job positions.
15. Prepare personnel forecasts to project employment needs.
16. Study legislation, arbitration decisions, and collective bargaining contracts to assess industry trends.
17. Evaluate human resources to ensure productive matches between personnel, positions and the Cooperative as a whole.
18. Coordinate between departments or other groups to improve function or communication.
19. Instrumental in negotiating labor disputes.

## **Minimum Job Specifications**

### **Education**

Bachelor's degree in a related field.

### **Experience**

1. 5 years or more in the Human Resources field preferred.
2. Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
3. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

### **Certificates/Licenses**

1. Must have valid Colorado driver's license
2. Certification in Human Resources preferred.

### **Physical Demands**

The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Requires continuous sitting and use of keyboard/computer and occasional standing, walking, bending climbing, kneeling, reaching, and occasionally lifting up to 25 pounds.
2. Requires finger dexterity, good vision and hearing.
3. Required to speak English clearly.
4. On a daily basis, requires attention to detail; the ability to read, write and perform basic math.
5. Occasional travel by company vehicle is required.
6. Occasional travel by commercial means is required.
7. Office equipment used frequently includes personal computers, related software, copier, printers and fax machines, etc.

### **Other Necessary Qualities**

1. Ability to express ideas clearly in both written communication
2. Teamwork skills
3. Motivation and initiative
4. Analytical problem solving
5. Ability to manage complexity
6. Ability to shuffle multiple projects
7. Honesty and integrity
8. Interpersonal skills
9. Strong work ethic
10. Flexibility and adaptability
11. Self confidence
12. Punctual work attendance

**Disclaimer**

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 to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**How to Apply**

Submit Resume, three references and a cover letter in PDF format to [jobs@siea.com](mailto:jobs@siea.com) or mail application documents to:

Attn: HR Dept. INTERGOV-JOB  
781 E. Industrial Blvd.  
Pueblo West, CO 81007.

**Material must be received by 5 p.m. (MST) on Friday, May 18, 2018.**

No phone calls.