

Job Title

Manager of Human Resources

Short Description

The primary purpose of HR Manager position is to assist First Commerce in fulfilling our Vision: Empowering Generations, Transforming Communities. This is achieved through delivering Remarkable Member Service as defined by our Service Standards as well as building and maintaining strong member relationships through identification of member's financial needs and effectively recommending appropriate products and services to meet those needs.

The Manager of Human Resources drives and leads Human Resources practices and objectives that will provide a team member-oriented, high-performance culture that emphasizes engagement, empowerment, quality, productivity and standards, goal attainment and the recruitment, retention, and ongoing development of a superior workforce.

Full Description**MANAGER OF HUMAN RESOURCES**

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RESPONSIBILITIES:**Human Resource Leadership**

-Oversees and manages Human Resources staff including ongoing development, empowerment, and delegation of responsibilities to ensure effective delivery and support by HR department to the credit union.

-Oversees and refines employee standards and procedures, using existing HR systems as well as improved or recommended processes.

-Develop and implement HR strategies and initiatives aligned with the overall business strategy.

-Establishes departmental measurements that support the accomplishment of the HR goals and support the credit

union strategic goals.

-Exercises knowledge and skill in general HR functions, including employee relations, labor laws and company policy and has command of technical and administrative tasks.

-Develops and administers programs, procedures, and guidelines to help align the workforce with the credit union's strategic goals.

-Assists in the development and monitors an annual budget that includes compensation, benefits, Human Resources services, team member recognition and all human resource operational resources.

-Coordinates with Human Resources consultants, attorneys, HR specialist, and manages company use of insurance brokers, insurance carriers, pension administrators, and other outside HR vendor sources.

-Build strong relationships fostering trust and promoting collaboration.

Handle confidential matters with discretion.

Compensation & Benefits Administration

-Manages and administers competitive compensation and benefits programs to ensure FCCU is an employer of choice and ensures compliance with legal requirements.

-Manages the company wage and salary structure, job descriptions, pay policies, and variable pay systems within the company including bonuses, incentives and raises.

-Leads competitive market research to establish pay practices and pay bands that help to recruit and retain superior staff.

-Monitors all pay practices and systems for effectiveness and cost containment.

-Benefits - Administers the credit union's benefit programs; monitors national benefits environment for options and cost savings. Consult with and advise team members on their eligibility for these and other related benefits.

Recommends changes in benefits offered, especially new benefits aimed at team member satisfaction and retention.

-Oversees wellness programs and other programs to incentivize and improve health outcomes for credit union staff.

Payroll Administration & Workforce Planning

-Administers and improves HR software to streamline payroll and employee benefits administration.

-Oversees payroll administration and all required reporting on a bi-weekly basis.

-Prepares payroll budgets and implements pay structure revisions.

-Drives workforce analytics, insights, org charts, and reporting in close partnership with the People Team, Finance and Business Partners, and stakeholders - to support the development, execution, and ongoing

refinement of the company's workforce plan.

-Maintains and monitors FTE reporting, recommending internal standards including departmental complement.

Labor Law & Regulations

-Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements and conducting investigations.

-Represents the organization at hearings when necessary.

-Enforce management guidelines by preparing, updating, and recommending human resource policies and procedures.

-Manages employment contracts, conflict of interest and non-solicitation policies.

-Retain historical human resource records by designing a filing and retrieval system and keeping past and current records.

-Helps organization achieve better employee relations.

Employment Law - Leads company compliance with all existing governmental and labor legal and government reporting requirements including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Team member Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, the Occupational Safety and Health Administration (OSHA), and other related policy, laws and regulations. Maintains minimal company exposure to lawsuits.

-Protects the interests of team members and the credit union in accordance with company Human Resources policies and governmental laws and regulations.

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Employee Wellness, Safety & Recognition

-Nurtures a positive, engaged, healthy, safe working environment.

Implements workplace safety procedures and execute best practices to manage risk.

-Schedules and conduct job evaluations and take action to improve employee productivity, efficiency and the overall employee experience.

-Bridge management and employee relations by addressing demands, grievances, or other issues.

-Administers exit surveys and analyzes exit, engagement and pulse survey results to understand the team member experience to improve the team member experience to drive retention.

Team Member Relations & Workplace Policies

-Oversee and serve as a link between management and

team members by handling questions, interpreting and administering policies and guidelines and helping resolve work-related problems.

- Advises managers on organizational policy such as employment opportunity, sexual harassment, and other matters of sensitivity.

- Oversight and maintenance of Employee Handbook and all employment practices.

Formulates and recommends Human Resources policies and objectives for the company regarding team member relations.

- Determines and recommends team member relations practices necessary to establish a positive employer-team member relationship and promote a high level of team member engagement and motivation.

- Provides counsel to executives, managers and team members on human resources issues and policies with the intent of enhancing and maximizing company productivity, as well as reducing exposure to legal liabilities.

- Plan, monitor, and appraise HR activities by engaging in management coaching opportunities, resolving employee grievances, training managers in how to coach and discipline, and counseling employees and supervisors.

- Maintain management guidelines by preparing, updating, and recommending human-resources policies and procedures.

Leadership Duties:

- Ensures that the HR team delivers prompt, accurate, and courteous external and internal service in accordance with our Service Standards.

- Oversees the quality and speed of department team. Offers and manages clear expectations of service levels.

- Prepares and/or analyzes relevant special reports for distribution to Executive and Senior Management, while maintaining departmental records and files.

- Works within an approved budget; Develops and implements cost saving measures and conserves organizational resources.

- Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Other Responsibilities:

- Performs job duties in accordance with policies established by the Board of Directors under the rules and regulations set by the National Credit Union Administration, the State of Florida, and any applicable State laws for financial centers located in other States.

- Complies with Reg E, BSA, OFAC, and CIP requirements such as reporting suspicious or unusual activity to manager.

- Fully supports in actions and words First Commerce's

Vision, Mission, Core Values, and Service Standards.
-Attends meetings timely and as required; reports to work as scheduled and adheres to First Commerce's dress code.
-Performs other duties as assigned.

REQUIREMENTS:

-Broad knowledge and experience in employment law, compensation, benefits administration, payroll administration, organizational planning, employee relations, safety, and human resources training. Experience with self-funded insurance a plus.
-Above average oral and written communication skills.
-Excellent interpersonal and coaching skills.
-Demonstrated ability to lead and develop Human Resources staff members.
-Excellent computer skills in a Microsoft Windows environment. Must include Excel and skills in database management and recordkeeping.
-Excellent analytical skills enabling insightful and informative human capital metrics and reporting.
-General knowledge of employment laws and practices.
-Experience in the administration of benefits and compensation programs and other Human Resources programs.
-Evidence of the practice of a high level of confidentiality.
-Excellent organizational skills.
-Ability to travel to all Financial Center locations within credit union footprint.

Education	Minimum of a bachelor's degree or equivalent. Specialization in Human Resources, Business, Organizational Development preferred.
Additional Comments	EDUCATION AND EXPERIENCE: -Minimum of a bachelor's degree or equivalent. Specialization in Human Resources, Business, Organizational Development preferred. -Minimum of 3+ years progressive leadership experience in Human Resources positions. -Specialized training in employment law, compensation, organizational planning, payroll, employee relations, safety, training, and preventive employment practices. (PHR/SPHR, SHRM-CP/SHRM-SCP, CEBS certification, etc.) -Active affiliation with appropriate Human Resources networks and organizations and ongoing community involvement preferred.
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Fax

Expiration Date

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