

**Job Title**

Vice President Human Resources

**Short Description**

Community First Credit Union of Florida is a state-chartered credit union based in Jacksonville serving anyone who lives or works on the First Coast. Community First is one of the largest credit unions in Florida with \$2.7 billion in assets and serving 170,000 members. Community First has 19 locations and nearly 400 employees. A not-for-profit, Community First is a full-service financial institution offering banking, loans, mortgages and investments for consumers and businesses across the First Coast. Together we empower our employees, members, and community to live their best lives.

**Full Description**

We are currently looking for a Vice President Human Resources who will be reporting to the SVP Human Resources this position is responsible for the supervision and management of Human Resources functions. Directs the development resources policies, programs and services, including recruitment, selection, retention, legal and regulatory compliance, employee compensation and benefits, employee relations, employee engagement, employment practices and procedures. This position serves as the central point of contact as an internal consultant to Community First's management team and employees on personnel issues that affect performance.

Major Duties and Responsibilities etc.

Must have experience with coordinating payroll administration. Keeps up-to-date of software developments and ensures staff are trained to use. Oversees all payroll procedures, including making salary adjustments and deduction changes as needed.

Responsible for providing counsel to employees and management on employment issues and partner with legal when necessary. Conduct investigations, provide guidance on performance conduct matters, help resolve disputes and interpret policies. Oversee the employee retirement plan including ongoing education, employee participation and compliance.

Plans and directs activities of staff in developing sources of qualified applicant, conducting interviews, screening and assessments etc. Keeps accurate records concerning recruitment, interviews, hires, transfers, promotions and terminations. Assist in the preparation of job descriptions for positions across the organization.

Must have experience administering benefit programs, including conducting analyses and serving as primary contact with providers (including but not limited to medical, dental, vision, LTD, STD, and other voluntary benefits, workers' compensation, unemployment, and retirement plans. Collaboration with members of the training team to support onboarding and employee engagement.

Ensure the organization is in compliance with applicable labor and employment laws and regulations. Ensures

compliance with FMLA, ADA, FLSA, EEOC, HIPAA and other federal, state and local laws.

Responsible for managing the people, policies, and programs related to employment: recruiting and onboarding, compensation and benefits, retirement program, payroll, HRIS, workforce planning, performance management, training initiatives, employee relations, retention, and engagement.

Implement strategies aimed at maintaining a healthy workplace culture including wellness programs related to employee communications, engagement and relations across the organization.

Must comply with applicable laws and regulations, including but not limited to the Bank Secrecy Act, the Patriot Act and the Office of Foreign Assets Control.

**Knowledge and Skills**

Preferably 10 years+ in Human Resources, including preparatory experience.

**Interpersonal Skills**

The ability to motivate or influence others is a critical part of the job, requiring a significant level of diplomacy, influence, and trust. Obtaining cooperation internally or externally from a senior level, as well as frequent material presentations are important keys to successfully fulfilling the responsibilities of this position.

**Physical Requirements**

Perform primarily sedentary work with limited physical exertion and occasional lifting of up to 10 lbs. Must be capable of climbing / descending stairs in emergency situation. Must be able to operate routine office equipment. Must be able to routinely perform work on computer for an average of 8 hours per day. Must be able to work extended hours whenever required or requested by management. Must be capable of travel by automobile (as driver and passenger), commercial airlines, rental vehicles and public transportation and lodging. Must be capable of regular, reliable, and timely attendance.

Must be able to perform job functions independently and work effectively either on own or as part of a team. Must be able to plan and direct the work activities of self and others. Must be able to read and carry out various written instructions and follow oral instructions. Must be able to speak clearly and deliver information in a logical and understandable sequence. Must be capable of dealing calmly and professionally with numerous different personalities from diverse cultures at various levels within and outside of the organization and demonstrate highest levels of customer service and discretion when dealing with the public. Must be able to perform responsibilities with composure under the stress of deadlines/requirements for extreme accuracy. Must be able to effectively handle multiple, simultaneous, and changing priorities. Must be capable of exercising the highest level of discretion on both internal and external confidential matters.

## **Education**

Education/Certificates/Licenses College Degree, PHR/SPHR

certificate preferred.

**Additional Comments**

Please note this is not a remote position.  
Please apply on our website [www.communityfirstfl.org](http://www.communityfirstfl.org)  
Community First is an Equal Opportunity Employer.

**Credit Union**

Community First Credit Union

**State**

Florida

**Contact Name**

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**Expiration Date**

06/23/2023