



Human Resources Administrator

Introduction:

Community South Credit Union is located in Chipley, Florida with additional branches in DeFuniak Springs and Bonifay. Our company is growing and is seeking a talented, knowledgeable human resources professional to join our team. This newly created position will oversee each major aspect of HR for the Credit Union. Please see the description below for specific details.

Department: Administration

Reports To: VP of Branch Operations

Classification: Non-Exempt – Full Time

Supervises Direct: n/a

Role:

Responsible for the implementation and oversight of the HR Strategy including employee relations, payroll, compensation, regulatory compliance, salary administration, employee orientation and development, retirement program, recruitment, turnover/retention and benefits.

Essential Functions & Responsibilities:

- Responsible for the recruitment process including developing and posting employment ads, consolidating the candidate pool, conducting pre-screening process, conducts first interviews and makes recommendations for second interview with staff level candidates, recommend management level applicants and assist with the interview process. Creates offer to chosen candidate and informs others of the decision. Conducts pre-employment screenings such as criminal background, credit investigations, drug testing, and pre-employment testing.
- Creates and maintains human resources reports on HRIS software such as status reports, compensation analysis reports, termination reports, etc. Prepares and reviews time and attendance records for payroll input. Reviews payroll and various payroll reports for accuracy. Follows up with payroll processor should any changes or additions need to be made. Responsible for security of payroll information and confidential record retention. Works with employees should a need arise to rectify payroll records.
- Conducts new employee orientation and collects completed new employee paperwork to create personnel files. Plans, develops, and implements training agenda. Assists with coordination of remedial training when performance improvement necessitates.
- Serves as Plan Administrator for the company's retirement programs to include working with vendors to ensure timely enrollments and deposits, processes documentation and distribution of plan materials to participants and meets all compliance requirements of the plan document and applicable laws.
- Responsible for employee engagement relations including content of company intranet, company store, employee gatherings, awards, and the like.
- Handles all long-term disability insurance claims and Worker's Compensation claims and reporting. Acts as primary liaison between organization and agencies.
- Develops partnerships with internal staff that enable the Human Resources function to provide appropriate services to business partners.
- Monitors paid time off programs and balances and works with employees to understand benefits.
- Responsible for maintaining Employee Handbook and ensuring company compliance with established policies.

- Serves as a resource to supervisors and managers on following disciplinary procedures to ensure equity and protection for the organization. Counsel employees and assist in writing up file documentation. Works to establish improvement plans and participates in employment separation process, when necessary.
- Responsible for all federal, state and local employment law compliance including, but not limited to, COBRA, FLSA, FMLA, ADA, ADEA, USERRA and Title VII.
- Other job-related duties as assigned.

Performance Measurements:

1. Provide informed professional assistance to others in the organization as requested.
2. Effectively communicate with employees, applicants, and others in person, by phone, by letter, and by email.
3. Maintain accurate employee information to document personnel actions and provide information for payroll.
4. Ensure all human resource programs and actions are in compliance with organizational policies and relevant local, state and federal regulations.
5. Improve and enhance the overall efficiency and effectiveness of the organization's human resources through training and development programs.
6. Note observations of employee performance. Give and receive feedback from employee assisting management in the preparation and finalization of performance evaluations.
7. Interpret laws and tax codes as they relate to human resources procedures, maintaining an understanding of applicable regulations including DOL, EEOC, HIPAA, FMLA, ERISA, COBRA, and other employment laws by attending HR legal update meetings and using other reliable, accurate resources.

Knowledge and Skills:

Experience - Three years to five years of similar or related Human Resources experience.

Education - Minimum some post-secondary education preferred; PHR or SHRM-CP preferred, but not required.

Skills - Microsoft Office products; Adobe products; Strong written and verbal communication skills; Developing, designing, coordinating, and updating training/educational/course materials; Training, public speaking and making presentations; Exceptional organizational skills; Good time management skills; Problem solving skills; Use of personal computer; Use of virtual meeting platforms such as Zoom and Teams.

Interpersonal Skills - Work involves much personal contact with others inside and/or outside the organization for the purpose of first-level conflict resolution, building relationships, and soliciting cooperation. Discussions involve a higher degree of confidentiality and discretion, requiring diplomacy and tact in communication.

Knowledge - Knowledge of applicable federal, state, and local employment laws; Project management; Basic HR concepts and principles.

This is not a complete statement of all duties and responsibilities comprising the position.

More information @ <https://apply.workable.com/j/2E6A03578F>

Or email resume to: hr@communitysouth.net