

**Job Title**

Vice President of Human Resources

**Short Description**

Champion Orlando Credit Union's Mission, Vision, and Values always and endeavors to ensure that the organization is achieving its mission to build lifelong relationships with each member, internally and externally, by empowering their financial momentum. Responsible for providing leadership and strategic oversight, direction, evaluation and management to the Human Resource and Training functions. Oversee all aspects of Human Resource/Training Development, including but not limited to policies and procedures, employment, benefits administration, salary administration and employee relations. As a member of Executive Leadership Team, convey a leadership image that projects the Vision, Mission and Core Values of the Credit Union.

**Full Description****Essential Duties and Responsibilities**

- Serves as a key member of the Executive Leadership Team (ELT) to define the organization's long-term mission and goals; identifies ways to support this mission through talent management.
- Manages and develops Human Resources and the Training Departments.
- Identifies key performance indicators for the organization's human resource and talent management functions; assesses the organization's success and market competitiveness based on these metrics.
- Ensure Human Resource policies and procedures comply with state and federal laws, while protecting the best interests of the credit union. Recommend changes as necessary. Oversee, through direct reports, the administration of Human Resource policies and procedures in a fair and consistent manner.
- Oversee the direction of the design and management of an effective employment program to recruit/retain qualified personnel.
- Oversee the design and development of the performance and compensation programs, including performing position evaluations and salary surveys, providing salary range and salary increase matrix recommendations, and starting salary levels for newly hired employees and competitive salary adjustments as necessary.
- Manage the design of the benefits program including health insurance, dental insurance, disability insurance, life insurance, workers' compensation, leaves of absence, tuition assistance program, as well as various supplemental programs.
- Oversee, through direct reports, the administration of the payroll function.
- Oversee the development, administration, and compilation of results of employee opinion survey and other surveys as needed.
- Oversee the Employee Performance Evaluation process.
- Provides guidance and leadership to the human resource

management team; assists with resolution of human resource, compensation, and benefits questions, concerns, and issues.

☐ Counsels leaders regarding Human Resource related issues as needed.

☐ Perform and/or assist leaders in the performance of disciplinary actions, including documentation, oral and written warnings, and terminations as needed.

☐ Oversee the representation of the Credit Union at unemployment appeal hearings, EEOC complaints or other HR related legal matters.

☐ Establish and communicate performance standards for the Human Resource Department and Training Department staff members, evaluate their performance, and recommend corrective actions as appropriate.

☐ Create and distribute Human Resource-related reports as needed.

☐ Establish long- and short-term goals regarding the Human Resource and Training functions.

☐ Stays abreast of latest developments, techniques, and changes in the laws pertaining to the areas of responsibility and ensure organizational compliance.

☐ Drafts and implements the organization's staffing budget, and the budget for the human resource department.

☐ Perform special projects as directed.

☐ Know and understand all Credit Union policies.

☐ Provide positive leadership and guidance as well as work closely with the ELT in all Human Resource and Training related matters.

☐ Hold Team Members accountable for achieving results; coach, counsel and mentor on a regular basis.

☐ Build community relationships to provide additional avenues to align the credit union with partners to serve the underserved in the Central Florida community.

☐ Ensure that the confidentiality of all information and transactions regarding the Credit Union, its members and its employees are held to the highest level of business ethics.

☐ Support the Credit Union's culture of compliance by understanding and complying with all federal and state regulations, including the Bank Secrecy Act and OFAC as applicable, including but not limited to adherence with BSA/AML and OFAC policies and procedures regarding large currency transactions, monetary instruments, wire transfers, member identification, OFAC screening, the completion of training, and reporting suspicious activity to the BSA Officer.

☐ Performs other duties as assigned.

## **Education**

Bachelor's Degree from an accredited university is required.

## **Additional Comments**

☐ Minimum seven years of progressive Human Resource Management experience required.

☐ Bachelor's degree in Human Resource Management or a related field required. Master's preferred.

- PHR/SPHR Certification strongly preferred.
- PC proficiency and prior payroll experience preferred.
- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Thorough knowledge of employment-related laws and regulations.
- Knowledge of and experience with varied human resource information systems.
- Proficient with Microsoft Office Suite or related software.
- Demonstrated community involvement and volunteerism.
- Must be bondable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Physical Demands and Working Conditions

**WORK ENVIRONMENT:** The work environment characteristics described here 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.

While performing this job, the noise level in the work environment is Moderate Noise (Examples, business office with typewriters, telephones, and or computer printer, light traffic)

Orlando Credit Union is an Equal Opportunity Employer  
As an equal opportunity employer, Orlando Credit Union does not discriminate against any employee or candidate on the basis of age, race, gender identity, gender expression, genetic information, national origin, physical or mental disability, protected veteran status, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by all applicable federal, state, and local laws.

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