

**HUMAN RESOURCES SUPERVISOR**  
BURKE-DIVIDE ELECTRIC COOPERATIVE, INC

**1 POSITION FUNCTION:**

This position assists in establishing the overall direction for planning, development, implementation and administration of all personnel programs. This includes recruiting and retention, compensation and benefits, employee relations, equal employment opportunity, labor relations, payroll administration, workers' compensation, and employee training and benefits education programs. This position is responsible for organizing employee and Board meetings, training, and other functions.

**2 RESPONSIBILITIES AND DUTIES:**

Within the limits of approved board policies, operating guides and procedures, assumes responsibility and has commensurate authority for the following activities:

- (a) Administers and manages all employee benefit and insurance programs including open enrollment. Provides accurate information and assistance to all cooperative personnel.
- (b) Processes all benefit forms and requests for information for new and existing personnel including 401k loan requests, benefit changes, dependent changes and verification of employment.
- (c) Studies area of insurance coverage to determine if adequate, meets changing operating conditions and makes recommendations to management concerning insurance rates available with various companies.
- (d) Counsel employees regarding benefit status, questions, and issues. Works directly with staff to assist them in carrying out their responsibilities on personnel matters.
- (e) Coordinates and administers the payroll process including time sheets calculation, paycheck processing and employee file maintenance updates and/or changes.
- (f) Files payroll reports and tax fillings – Monthly, Quarterly and Year End.
- (g) Schedules, organizes and coordinates employee and Board of Directors company events.
- (h) Assists employees and Board of directors with travel and hotel arrangements.
- (i) Administers the new employee orientation program.
- (j) Reviews, directs and evaluates the Cooperative's programs related to recruitment, hiring, development and retention of employees.
- (k) Assists appropriate departments with writing job descriptions, posting of positions, interviewing and selection of personnel. Administers pre-employment assessment as well as background screening.
- (l) Researches, recruits, interviews, screens, and refers candidates for job openings to department management and other key personnel.
- (m) Makes recommendations on specific candidate qualifications and ensure compliance with EEO and Affirmative Action programs.

- (n) Directs preliminary functions for new employees such as pre-employment drug screening, examinations, and orientation programs.
- (o) Administers the Cooperative's Random Drug and Alcohol Testing Program and DOT Clearinghouse information.
- (p) Responsible for all WSI and OSHA tracking and reporting.
- (q) Coordinates the annual performance evaluations. Monitors performance evaluation program and revises as necessary.
- (r) Receives and reviews all accident reports pertaining to Cooperative personnel as well as consumer's premises and forwards such reports to proper authority.
- (s) Conducts exit interviews. Assures that all termination forms have been completed and administers COBRA benefits as necessary.
- (t) Assists in the development and administration of the Cooperative's labor relation policies and practices.
- (u) Interprets and administers collective bargaining agreements and participate as part of the management team in labor negotiations.
- (v) Develops policies and procedures as needed. Communicates additions or changes to employees. Reviews policies and procedures, making appropriate recommendations to management and board of directors.
- (w) Maintains cooperative organization chart and employee directory.
- (x) Represents Cooperative as a NDAREC Benefit Trust trustee.
- (y) Facilitates employee training and wellness programs.
- (z) Facilitates and participates in Cooperative's quarterly Safety Committee meetings.
- (aa) Assures compliance of Human Resource laws including EEO, ADA and FMLA.
- (bb) Assists in developing budget for Human Resource Department.
- (cc) Assists the Business Manager with accounting tasks as assigned.
- (dd) Assists the Business Manager in carrying out the objectives and goals of the Business Services Department.
- (ee) Assists with preparation and coordination of the annual meeting.
- (ff) Performs such other duties as may be requested or assigned to fulfill the needs of the Cooperative in the interest of good management practices.

### 3 **INTERNAL RELATIONSHIPS:**

Other Employees—Provides and acquires information and assistance to maintain a stable working environment and assures the achievement of cooperative goals. Provide assistance with the Annual Meeting.

### 4 **REPORTING RELATIONSHIPS:**

- (a) Reports to: Business Manager

### 5 **SUPERVISES**

(a) none

**6 POSITION SPECIFICATIONS:**

- (a) **EDUCATION:** High school diploma or equivalent required. Associate degree in Business, Accounting, or related college degree is preferred. Continuing education in human resources topics including but not limited to payroll law, benefit administration, and company policy. The incumbent must be able to pass any required drug test and new hire physical examination.
- (b) **EXPERIENCE:** Sufficient knowledge and experience in human resource management or a related field. Experience in written and oral communications, human relations, personnel management, and organization planning is highly desirable.
- (c) **JOB KNOWLEDGE:** Should have a thorough knowledge of all office and staff procedures, equipment usage, administrative functions and management. Should have knowledge of handling personnel matters, organizational planning, wage and salary administration, insurance administration and financial matters. Should be able to understand the cooperative's policies and procedures and be able to interpret them for other staff personnel.
- (d) **ABILITIES AND SKILLS:**
- (1) Must be willing to attend any school, seminar, training and meeting that are deemed necessary to enhance job skills
  - (2) Must have the ability to work with and consistently meet deadlines, budgets, and work on several projects simultaneously
  - (3) Must have strong written, oral and interpersonal communication skills;
  - (4) Ability to read, analyze and interpret material used for the position;
  - (5) Ability to write reports, business correspondence and procedures manuals;
  - (6) Complete multiple tasks within critical deadlines.
  - (7) This position is considered essential and must be present at the BDEC main office during working hours.
  - (8) Strong knowledge of Microsoft Office products.
  - (9) Attention to detail and high level of accuracy.
  - (10) Ability to maintain a high level of confidentiality of human resources/payroll information.
  - (11) Excellent problem solving and decision-making skills
  - (12) Excellent organizational and presentational skills.
  - (13) Ability to handle defined periods of extreme stress.
  - (14) Should be especially skilled in areas of human relations, personnel administration, organizational planning, wage and salary administration and be able to apply the latest techniques in these areas.
- (e) **WORKING CONDITIONS:** Usual office conditions. Some travel required. Some overtime may be required.