

Position Objective and Responsibilities

Job Title: Personnel Manager

Reports To: _____ in the
_____ department.

Position Objective

To assist in planning and to administer policies related to personnel activities and environmental regulations compliance in a manner that will optimize the cooperative's market share and savings, improve the cooperative's efficiency, help achieve the cooperative's mission and goals, and result in outstanding customer service.

Position Responsibilities

The personnel manager's responsibilities include personnel management, environmental compliance, and other duties as assigned by management.

The personnel manager will maintain a positive attitude that promotes team work within the cooperative and a favorable image of the cooperative.

Personnel Management

Personnel management involves coordinating benefit programs and employee training, managing the recruiting process, conducting exit interviews and salary surveys, coordinating recordkeeping and payroll, and administering personnel policies.

Coordinate benefit programs

1. Manage benefit programs to ensure the cooperative and employees receive the most value for their dollar
2. Update employees on changes to the status of their benefits
3. Complete and submit injury and accident reports within due dates to the proper government agencies and insurance companies

Coordinate employee training

1. Coordinate all employee training programs in cooperation with department heads to ensure employee growth and development
2. Assist in delivering training programs
3. Prepare an employee development plan for each employee annually

Manage recruiting process

1. Recruit and interview employees to fill vacant positions within _____ days of posting
2. Plan and conduct new employee orientation within the first week on the job to foster understanding of and a willingness to work toward achieving the cooperative's goals
3. Review with department managers the compatibility of employees placed in new positions within _____
4. Check with department managers to ensure the proper training of new employees has been completed within _____ days

Conduct exit interviews

1. Conduct exit interviews immediately with former employees (voluntary and involuntary) to determine areas to improve personnel policies and relations

Conduct salary surveys

1. Conduct an annual salary survey within the labor market
2. Update the total cooperative salary and wage schedules annually to ensure competitive salary and wage rates

Coordinate recordkeeping

1. Supervise and coordinate the recordkeeping of:
 - Employee insurance coverage
 - Pension programs
 - Personnel transactions such as hires, promotions, transfers, training needs, and terminations
 - Any other records required by the government

Coordinate payroll

1. Prepare all payroll checks accurately and on time, including all government reports

Administer personnel policies

1. Research and update information relating to all personnel-related policies annually to ensure compliance with all laws and regulations
2. Develop, monitor, and recommend changes where needed to improve cooperative-wide personnel policies and employee recognition and motivation programs

Environmental Compliance

Environmental compliance involves coordinating safety programs, developing safety procedures, assessing safety equipment and regulations, developing and maintaining records, and representing the cooperative.

Coordinate safety programs

1. Coordinate the presentation of safety programs to all employees, including Employee Right-To-Know, Emergency Planning, and other programs as required by law

Develop safety procedures

1. Work with department managers and employees to develop safety procedures for operations

Assess safety equipment

1. Assist in developing recommendations for safety equipment needs and assist in assessing the environmental soundness of new facility and equipment purchases

Assess safety regulations

1. Keep up-to-date and audit internal safety practices to ensure compliance regulations and recommend changes where necessary

Develop and maintain records

1. Develop and maintain records to comply with environmental and other regulations and update as necessary:
 - Sarah Title III
 - DOT Regulations
 - Hazard Communication Act
 - Right To Know laws (employee and community)
2. Assist in maintaining inventory records for hazardous materials

Represent the cooperative

1. Represent the cooperative in dealings with government safety and environmental agencies
2. Work closely with government agents to ensure proper compliance with laws and regulations

Other Duties

The personnel manager will perform other duties as assigned by management and will enforce and uphold the cooperative credit policy.

Perform other duties as assigned by management

1. Perform duties as requested by management

Enforce and uphold the cooperative credit policy

1. Make credit terms known to all employees and customers
2. Do not charge to customers on COD
3. Do not extend credit to customers who have not been approved by the credit manager
4. Do not authorize customer charges that exceed set credit limits
5. Keep all personal accounts current