



JOB DESCRIPTION

McLeod Cooperative Power Association

JOB TITLE:	HR Specialist/ Executive Administrative Assistant	
DEPARTMENT:	Administrative Services	Position Grade: 9
REPORTS TO:	Chief Executive Officer	
DATE EFFECTIVE:	November 2022	

GENERAL SUMMARY

Responsible for maintaining and enhancing the co-op's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. Manages payroll process and performs accounting-related tasks.

Provide confidential administrative assistance to the Chief Executive Officer, Board of Directors, and department managers to ensure coordination of executive functions and facilitate prompt and effective communication.

KEY RESPONSIBILITIES & FUNCTIONS

NOTE: Focus % should not be recorded in less than 10% increments
 Label each Responsibility/Function as (E) or (M) (E) = Essential (M) = Marginal

FOCUS %	RESPONSIBILITIES/FUNCTIONS:
	<p>Human Resources</p> <ul style="list-style-type: none"> • Keeps abreast of changes within the applicable benefits programs and keeps personnel and retirees informed of any changes or updates. Respond to employee benefits inquiries. • Maintain personnel files and records on all present employees. • Maintains job descriptions. • Performs benefit orientation for new employees and coordinates their enrollment in the various insurances. Must keep the employee's benefit information current and updated. Informs participants of changes in their plans. Schedules pre-employment physicals and drug testing. • Prepares for open enrollment of benefits annually. • Assists in preparing and maintaining insurance information for Worker Compensation Injuries (First Report of Injury), vehicle claims and miscellaneous accidents. • Manage the CDL Program. Making necessary appointments as needed for drug / alcohol screenings. Schedule CDL physicals. • Perform payroll duties in coordination with the Manager of Finance. <p>Executive Services</p> <ul style="list-style-type: none"> • Provide administrative assistance to the Chief Executive Officer, including coordination

and maintenance of the Chief Executive Officer's meeting schedule and advise Chief Executive Officer of action items.

- Orders and tracks inventory of general office supplies and lunchroom supplies.
- Coordinate corporate functions setting schedules while negotiating rates for lodging, meals, and meeting rooms.
- Coordinate travel and meeting arrangements for Board of Directors and employees.
- Assists with coordinating Annual Meeting. Oversees the distribution of ballots to voting members and ensures safety of returned ballots. Is responsible for maintaining records of Absentee Ballot Requests for Director Election at Annual Meeting.
- Coordinates monthly board meetings. Maintains official minutes for MCPA.
- Maintains and coordinates the review of board policies, administrative guidelines, and rate schedules.
- Prepares weekly employee newsletter.
- Assists Member Service Manager with editing of monthly member newsletter.
- Provides administrative assistance to the Operation Round Up Program.
- Performs other duties as assigned.

JOB CRITERIA

EDUCATION & EXPERIENCE:

High school diploma. Associate of Arts Degree and 5 years of related experience. Experience may be substituted for 2-year degree. PHR (Human Resource Certificate) strongly preferred.

KNOWLEDGE, SKILLS, & ABILITIES:

Must possess full knowledge of standard office equipment operation. Advanced knowledge of work processing and graphics applications required. Intermediate knowledge of spreadsheet applications required. Must possess thorough understanding of secretarial and office procedures. Knowledge of rural electric and cooperative programs preferred.

Must be proficient in use of PC. Strong oral and written communication skills and ability to project a positive company image required. Ability to exercise discretion, maintain confidentiality, and use sound judgement required. Must possess the ability to carry out assignments to completion with initiative and minimal instructions. Must be physically able to perform essential functions of the job.

Normal office environment. Extended flexible schedule with some travel (including overnight) required.

McLeod Cooperative Power Association Employee Skills/Competencies: Must possess good member and customer relations, communication, and technical skills; is innovative, skilled in decision making, demonstrates teamwork and flexibility, focused on continuous learning, is business focused and demonstrates values for effective individual performance.

WORKING CONDITIONS

(include the travel requirements; physical requirements; office/field requirements; ADA compliance requirements)

This is an office work environment. Minimal Physical effort required. Concentration is required to remain focused on the analysis or complex task that takes an extended period of time to complete. High degree of analytical skill.