

Employee (Print Name & Sign): _____ Date: _____

Job title	<i>Human Resources Manager</i>	Job Classification	<i>Salary Exempt</i>
Reports to	<i>Chief Executive Officer</i>	Salary Range	
Direct Reports	<i>Human Resources Assistant</i>	EEOC Classification	<i>Executive/Senior Level Officials and Managers</i>

About Pro Cooperative

Our Mission: Building lasting partnerships by being PROactive, PROgressive and PROfessional.

Our Vision: To provide premier services to every customer through personalized relationships, whole farm solutions, and advanced technical knowledge.

Our Core Values:

- *Trust* - working to earn TRUST every day, operating with reliability and integrity.
- *Service* – SERVING others with understanding, respect and care.
- *Fun* – having FUN building a Positive Team and Family Spirit while removing barriers and letting people do what they do best.
- *Safety* - Ensuring the SAFETY of our people; doing what’s best to create the safest environment now and for the future.

Job purpose

- The position of a Human Resources Manager is of great significance to Pro Cooperative.
 - A person in this position is responsible for planning and administering policies related to personnel activities, coordinating benefit programs, employee training, recordkeeping and payroll, managing the recruiting process, and compliance issues 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.

Duties and responsibilities

These are the basic duties and responsibilities of the position and must be performed competently.

- Establish cohesive working relations with other Pro Cooperative employees, its patrons and vendors to establish a positive work environment.
- Create simple, effective, and legally compliant policies and procedures and ensure the company is compliant with all applicable employment laws.
- Provide full-cycle recruiting to include; sourcing, screening, interviewing, and offer extension to keep appropriate staffing levels in the cooperative.
- Generate, analyze and provide insightful data to guide decision making and develop proactive solutions to managing and developing a superior workforce.
- Conduct yearly compensation analysis and manage benefits administration.
- Provide HR leadership focusing on Company’s strategic direction, core values, mission, and vision.
- Provide mentorship and guidance to management through the lifecycle of the employee including direct assistance in the recruiting, hiring, onboarding, performance management and termination processes.
- Demonstrate understanding of business processes in order to add measurable value and contributions to financial performance.
- Establish relationships with all employees to foster open and communicative environment.
- Responsible to maintain and update information in Pro Cooperative’s career website.
- Prepare and set up new employee files and assure that new employees complete required new hire paperwork in a timely manner.
- Coordinate HR projects (meetings, training, surveys etc)
- Process payroll and ensure accuracy and compliance with all laws and regulations.
- Oversee Pro Cooperative employee benefits, including health insurance, dental/vision insurance, retirement, COBRA notices, etc. and transmitting information to controller as assigned by the human resources manager.
- Supervise the processing leaves of absence to be included in FMLA paperwork.

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- Prepare for and participate in unemployment hearings.
- Provide information to external auditors for annual audit, as well as perform internal audits as needed.
- Understand and maintain the professional image of Pro Cooperative.
- Complete training and attend meetings/workshops/seminars/continuing education appropriate to the position, as assigned and approved by direct supervisor.
- Inform direct supervisor of all relevant departmental issues in a timely manner.
- Perform all other duties as assigned by direct supervisor.
- Assist other locations as needed.
- Comply with all federal, state, and local regulations and Pro Cooperative's policies, including Pro Cooperative's safety policies.

Minimum experience and qualifications

- Possess a Bachelor's Degree in Human Resources or a business related field or possess an Associate's Degree in a business related field plus a minimum of five years of experience in a Human Resources or business related role.
- Effective verbal and written communication skills
- Ability to multitask and prioritize tasks.
- Knowledge of human resources information systems (HRIS) and databases.
- SHRM-CP or SHRM-SCP preferred
- Proficient with Microsoft Office Suite or related software.
- Available to work extended hours when needed.

Physical demands

Physical activities typically performed while on this job.

ACTIVITY	FREQUENCY	ACTIVITY	FREQUENCY
Bending/Stooping	Occasionally (1%-33%)	Sitting	Constantly (67%-100%)
Climbing-stairs, ladders, slope	Occasionally (1%-33%)	Standing	Frequently (34%-66%)
Crawling	Occasionally (1%-33%)	Twisting	Frequently (34%-66%)
Grasping/Handling	Constantly (67%-100%)	Walking	Frequently (34%-66%)
Kneeling	Occasionally (1%-33%)	Balancing	Occasionally (1%-33%)
Neck Flexion/Extension	Frequently (34%-66%)	Squatting	Occasionally (1%-33%)
Reaching Forward	Constantly (67%-100%)	Change of Position	Occasionally (1%-33%)
Reaching Overhead	Occasionally (1%-33%)	In/Out of Machine	Occasionally (1%-33%)

Physical effort

Physical effort typically applied while performing this job.

LIFT/CARRYING	FREQUENCY	PUSHING/PULLING	FREQUENCY
1 – 10 lbs.	Frequently (34%-66%)	1 – 10 lbs.	Frequently (34%-66%)
11 – 20 lbs.	Occasionally (1%-33%)	11 – 20 lbs.	Occasionally (1%-33%)
21 – 50 lbs.	Occasionally (1%-33%)	21 – 50 lbs.	Occasionally (1%-33%)
51 – 100 lbs.	Occasionally (1%-33%)	51 – 100 lbs.	Occasionally (1%-33%)
100+ lbs.	Occasionally (1%-33%)	100+ lbs.	Occasionally (1%-33%)

Working conditions

Work conditions typically encountered on this job.

CONDITION	FREQUENCY	CONDITION	FREQUENCY
Dust	Occasionally (1%-33%)	Chemical Agents	Occasionally (1%-33%)
Excessive Heat	Occasionally (1%-33%)	Fumes, Odors	Occasionally (1%-33%)
Excessive Cold	Occasionally (1%-33%)	Solvents, Petroleum Products	Occasionally (1%-33%)
Noise	Occasionally (1%-33%)	Others Specify:	N/A
Vibration	Occasionally (1%-33%)	Others Specify:	N/A

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Job specific conditions/demands

Job specific conditions/demands typically encountered on this job.

CONDITIONS/DEMANDS	FREQUENCY	CONDITIONS/DEMANDS	FREQUENCY
Driving – Vehicle/Equipment	Occasionally (1%-33%)	Power Tools/Equipment	Occasionally (1%-33%)
Indoors	Constantly (67%-100%)	Hearing	Constantly (67%-100%)
Outdoors	Occasionally (1%-33%)	Talking	Constantly (67%-100%)

Approved by:	CEO
Date reviewed:	10/07/2021

Employee signature constitutes employee’s understanding of the requirements and essential functions of the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. This job description is subject to change at any time and doesn’t constitute a contract of employment. Company may exercise its employment-at-will rights at any time.