

# Dunn Energy Cooperative

## JOB DESCRIPTION

---

<b>Position Title:</b>	Human Resources/Executive Assistant
<b>Department/Location:</b>	Member Services
<b>Reports To:</b>	CEO & CFO
<b>Employees Supervised:</b>	None
<b>Interrelationships:</b>	This position has frequent contact with employees, board members, members/customers, and outside contractors.

---

**Position Summary:** The Human Resources/Executive Assistant provides administrative support to the CEO, CFO, and board of directors. This position is also responsible for human resource functions, payroll, and benefits administration for all employees. This person manages confidential information and has the responsibility and duties of a HIPAA Privacy Officer.

### Essential Job Functions

1. Provide administrative support to the positions listed above, including coordinating employee meetings and staff meetings, taking minutes at meetings as requested, scheduling appointments, preparing documents, filing, looking up information in files and computer records, and handling a variety of situations involving the clerical and administrative function of the office.
2. Provide administrative support for the Board of Directors, including coordinating the election of directors, taking minutes at meetings as requested, typing minutes, making travel arrangements, conference reservations, meeting arrangements, and answering related questions.
3. Handle all aspects of assembling the monthly board reports, including preparing the agenda, typing reports, gathering information, and uploading content to Call to Order.
4. Perform the functions of human resources administrator, which includes job openings/postings, interview process, new hire orientation, maintaining personnel files and medical records, and answering employee inquiries in a timely fashion.
5. Manage the employee benefits programs including annual enrollment, recommend changes in benefits where appropriate, and other administration to remain compliant with insurance providers, state(s), and federal agencies.
6. Process bi-weekly/monthly payroll accurately and on time for cooperative staff. Maintain payroll records and ensure compliance with federal, state, and cooperative-specific regulations. Address employee payroll inquiries and resolve discrepancies. Ensure accurate reporting and documentation. Assist with the preparation and distribution of W-2s, 1099s, and other payroll-related documents. Respond to employee inquiries regarding payroll, deductions, and timekeeping. Assist with benefits administration related to payroll deductions (e.g., health insurance, retirement plans). Maintain confidentiality of employee information and payroll data. Stay current with changes in payroll laws and regulations.

7. Develop and update the employee handbook and maintain all necessary revisions, changes, and provide recommendations for policy additions and changes.
8. Assist management with employee performance, development, and discipline guidelines, and provide recommendations to the managers when requested.
9. Schedule employee training and maintain service award program.
10. Oversee the development, implementation, and maintenance of the cooperative succession plan with management and CEO.
11. Organize the employee yearly performance review process with management and CEO.
12. Oversee the development, implementation, and maintenance of privacy policies, procedures, documents, and forms regarding Protected Health Information (PHI).
13. Receive questions and complaints relative to individual Protected Health Information (PHI) and investigate complaints and resolve when possible.
14. Oversee random drug testing protocol, medical evaluation scheduling, FMCSA queries, annual driver record review, and insurance and registration verification.
15. Oversee worker's compensation filings and ADA accommodations.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

#### **Other Duties**

1. Performs various other duties as directed by the CEO, CFO, or other management staff.
2. Assists the Director of Engagement with meetings and events and represents the Cooperative at cooperative and community events as directed.
3. Act as back up to front office staff in answering phones and covering the front counter.

#### **Qualifications**

Education: High school diploma or equivalent; Associate degree, bachelor's degree, or Certificate in Human Resources or related field is preferred. This position must obtain SHRM certification.

Experience: Significant experience (2+ years) as a high-level executive assistant and human resource professional is required. Previous experience should include developing correspondence, reports, the maintenance of corporate confidential information, and processing payroll. Excellent English grammar, and spelling are required for the preparation of correspondence and reports. Must possess knowledge of office practices and procedures. Must be computer proficient with Microsoft Word, Excel, PowerPoint, and Outlook.

#### **Personal Attributes Required:**

Must be organized and enjoy detail-oriented work requiring accuracy. Must demonstrate the ability to establish and maintain exemplary relationships with customers/members and other employees by using appropriate interpersonal skills. Must understand the need for teamwork, timeliness, and accuracy. Must be able to maintain self-control under

stressful situations and workload pressures without exhibiting negative behaviors. Must be able to maintain confidentiality of sensitive information and interact with others to accomplish tasks without arousing hostility. Must have knowledge of good grammar, spelling, punctuation, and basic math abilities. Employee must also become familiar with and uphold the seven cooperative principles.

**Essential Physical/Mental Requirements:**

1. Must be able to sit for prolonged periods, up to six hours in an eight-hour day, with or without back support.
2. Must be able to perform physical work, continuously lifting up to 10 pounds and infrequently lifting up to 30 pounds without assistance in an indoor setting.
3. Must be able to communicate effectively with customers and employees using the telephone, electronic communication and in person to provide information and assistance.
4. Must be able to move throughout the facility.
5. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
6. Visual activity requires the ability to tolerate extended periods of close paperwork, use of computers and other equipment with a high degree of visual monotony.
7. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment.
8. Hearing activity requires the ability to participate in numerous conversations throughout the workday both in person and over the telephone.
9. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norms and there may be eye strain due to viewing of computer screens.
10. Must have the ability to maintain concentration and focus on repetitive tasks requiring timeliness and accuracy.
11. Must be able to cope effectively with periodic stress brought about by time pressures.
12. Must demonstrate ability to utilize basic math skills of addition, subtraction, multiplication, and division.
13. Must be able to communicate effectively both orally and in writing, follow instructions, and be able to comprehend written material or requests.
14. Must demonstrate good English language skills including spelling, grammar, and proofreading.