



## **Full-Time Human Resources Manager**

Potential Integra First Office Location: Menominee, MI, Stephenson, MI or Powers, MI

### **Would you like to join our team?**

We are a fun, friendly, compassionate team that is dedicated to our mission, “Enhancing lives... one member at a time.” As a not-for-profit credit union, we are member owned and strive to offer lower rates, lower fees, and better yields to our members than traditional for-profit financial institutions. We train our employees to help members with great products and services so we can live out our mission every day.

Integra First Federal Credit Union was founded in 1948 in Powers, Michigan. We have since added two more branches located in Stephenson and Menominee, Michigan. With three locations, opportunities for advancement do arise. **Integra First Federal Credit Union is a great place to build your financial career!**

### **Summary**

This position is responsible for all Human Resources functions that align with the strategic goals and mission of the Credit Union. The successful candidate will have a comprehensive background in Human Resources management. In this role, the HR Manager will have the ability to lead change throughout the organization. We expect all staff to be guided by our mission, “Enhancing lives...one member at a time.”

### **Essential Functions and Responsibilities**

- The HR Manager will lead and coordinate all facets of HR functions, including but not limited to, the development and application of human resources policies and procedures, staffing, recruiting and onboarding, effective new hire training programs, performance management, compensation and benefits, employee engagement, and employee relations.
- Maintains records and updates human resources information systems accurately.
- Ensures accuracy of timecards and payroll and submits payroll for processing. Submits 401k deferrals to TruStage timely.
- Manages the recruiting and selection activities of the company to identify needed critical skills, employ, place, and/or transfer internal and external managers, professionals, technicians, and support staff to ensure adequate staffing levels. Recommends and administers effective recruiting program, conducts exit interviews. Ensures accurate, updated personnel information is available to other departments and to organizations as required.
- Prepare or maintain employment records related to personnel, such as hiring, termination, leaves, transfers, or promotions.



- Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns. Ensure and participate in timely investigations into workplace issues and legal, fair, and consistent application of policies.
- Provide management with information or training related to interviewing, performance appraisals, counseling techniques, or documentation of performance issues.
- Advise management on organizing, preparing, or implementing recruiting or retention programs.
- Conduct interviews, reference, and background checks on job applicants.
- Ensure company compliance with EEO, FMLA, ADA, HIPAA, FLSA and other federal, state and local laws.
- Administers the company's compensation programs, payouts, and updates salary grades, ranges and job descriptions.
- Responsible for effective administration of benefits programs. Works with vendors to offer competitive and cost-effective benefits options to our employees. Conducts benefit orientations and submits applications and terminations timely. Audits monthly bills. Completes required documentation, mailings, forms, nondiscrimination testing, and censuses related to benefits.
- Responsible for the effective and efficient implementation of training functions. Oversees new employee orientation sessions, on the job training, refresher and individual training, and volunteer training. Recommends and assists in formulating training programs and determines instructional methods, utilizing individual training, group instructions, demonstrations, and workshops; selects or develops training aids such as handbooks, visual aids, and tutorials. Tracks the progress of trainees through routine tests, observation, and feedback from supervisors; evaluates the effectiveness of the training program.
- Develop, implement, and evaluate HR policies, programs and procedures to ensure compliance with applicable employment laws, regulations and programs. Guides employees with the interpretation and application of personnel policies and procedures
- The HR Manager will be responsible for completing job descriptions for all positions throughout the organization, the posting of all open positions, and creating a compensation matrix for all positions
- Provides counsel to executives, managers and employees on human resources issues and policies with the intent of enhancing employee relations and maximizing company productivity, as well as reducing exposure to legal liabilities.



- Responsible for planning, development, and implementation of effective human resource strategies and policies. Assists executive management in developing short and long term objectives, goals, and strategies. Administers operational plans, policies, and goals which further strategic objectives.
- Becomes knowledgeable in all credit union products, services, technology, policies, applicable laws and regulations, and enforces compliance with them.
- Prepares and presents monthly Human Resources report to executive management and the board of directors and notifies them regarding escalated matters
- Resolve discrepancies as identified internally or by examiners
- Develops and implements strategies and tactics to attain Human Resources goals that will enhance and compliment the goals and objectives of the Strategic Plan.
- Monitors external trends and applicable laws. Makes recommendations regarding human resources policies and HR projects and programs to remain compliant and/or competitive.
- Manage third-party vendor relationships as they pertain to the HR department
- Manages projects for Human Resources department from conception to completion.
- Utilize computers, software programs, faxes, printers, and calculators
- Timely and accurately processes out duties including but not limited to legal or other applicable requests for information
- Identify and act upon opportunities to recommend our products and services
- Ability to identify fraudulent activity such as fraudulent cash, checks, and financial requests
- Must be available to work all open hours and after hours as needed
- Perform other duties as directed by leadership

### **Supervisory Responsibilities**

- None

### **Qualifications**

Required:

- Bachelor's degree in Human Resources Management, Business Management, or related field
- Five years of similar or related experience which includes extensive background in Human Resources
- Progressive leadership experience showing attainment of organizational goals

### **Travel**

Moderate – Travel will be required.



**Benefits**

Medical

Dental

Vision

Life Insurance

Short-Term Disability Insurance

Long-Term Disability Insurance

401(K)

Paid Time Off (PTO)

Holiday pay

Birthday pay

**Are you someone who is friendly, enjoys helping people, has great attention to detail, and likes to participate in community events? We offer up to 24 hours of PTO per year in return for volunteer time! Apply today!**

\*\*Integra First Federal Credit Union is proud to be an Equal Opportunity Employer.