



Denver Municipal Federal Credit Union

Job Description: **1050**
Director of Human Resources

Date: April 1995

Reports to: President

Objective: To plan, direct and coordinate all human resource programs. To provide technical expertise and guide credit union management in compliance with various recruitment, compensation and benefits programs, and related employment laws and regulations. To manage the facilities maintenance for the credit union. To enhance the delivery of quality services to members through effective human resource leadership.

Essential Responsibilities:

1. Acts as principal technical advisor on human resource issues. Develops and recommends HR policy and procedure to the President/CEO for implementation. Ensures for consistent communication and application of policies and procedures.
2. Designs, coordinates and facilitates the successful implementation of HR training programs emphasizing employee product/service knowledge, operational skills, sales and delivery skills. Prepares a training budget and plan which supports the credit unions goals.
3. Recruits, screens and interview potential employees. Develops a network of placement contacts throughout communities surrounding credit union sites. Analyzes labor market data to monitor competitive positions of DMFCU within the market.
4. Acts as Affirmative Action Officer for the Credit Union. Receives and responds to harassment, discrimination and other claims of alleged improper treatment of or by employees.
5. Develops career path programs, career counseling and succession plans, as implements as approved and directed.

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6. Researches and implements, as approved, compensation programs: updates salary ranges, position descriptions, and performance ratings. Ensures for consistency in application. Guides supervisors and managers in the proper use of compensation systems. Ensures for the confidentiality of compensation data.
7. Supervises and develops an effective and efficient staff: conducts training, performance appraisals, merit reviews and develops performance standards for staff.
8. Administers the employee benefit plans. Recommends changes to the President/CEO as needed. Acts as contact person for benefit plan to vendors. Maintains current employee data reports and lists, and distributes as approved. Ensures for the confidentiality of benefits data.
9. Facilitates organizational communications. Works with the management team to develop a network to effectively inform and educate staff.
10. Participates in and sponsors community affairs to which will positively contribute to the image of the credit union.
11. Manages facility maintenance, including janitorial, repair and seek improvements as approved and directed.
12. Participates with the Board of Directors and management in the planning process to identify, establish and routinely review goals and objectives.
13. Performs other related duties, including special projects, as required or requested.

Qualifications:

Education/Experience: Bachelor's Degree in Human Resources, Business or the equivalent in recent and related work experience, and five (5) or more years of recent and related experience. Demonstrated thorough knowledge and experience with various HRIS systems, including PC and Macintosh systems. Must be able to work flexible hours. Demonstrated experience conducting employee training including conducting presentations before diverse groups of employees and management. Demonstrated supervisory and development experience. Demonstrated willingness to participate in technical and professional development seminars, training and education as required. Must be bondable.

Performance: Demonstrated experience performing in compliance with established human resource and departmental policies regarding: attendance (absences, tardiness, sick leave and vacation use, and other scheduled or unscheduled absences); dress code; customer/member services; safety; security, disaster and other policies procedures and practices. Demonstrated effective and diplomatic oral and written communication skills. Performance is limited to the scope of essential duties and responsibilities.

Physical/Environmental Characteristics: Essential duties are performed in a general

office work environment and regularly require sitting at a work station/desk while completing paperwork or using computers, calculators, copiers, fax machines and other business office machines and equipment. Essential duties may also involve: occasional kneeling, squatting, bending, walking, crouching, stooping and lifting up to 30 pounds to stack, store supplies or various office equipment, as directed. **Compliance to security and safety procedures, including use of Personal Protective Equipment (PPE), is required.**