

BRAZOS VALLEY SCHOOLS CREDIT UNION

JOB DESCRIPTION

VP – HUMAN RESOURCES

Department: Management

Grade: 15

Reports To: President/CEO

Classification: Exempt

Supervises Direct: Up to 5

Supervises Indirect: 1

Effective Date: May 1, 2019

Revised Date: March 21, 2019

Role:

Responsible for building and driving a culture of performance and aligning HR programs and processes to the credit union values of open communication, thriving in change, risk taking, teamwork, quality and speed. Responsible for establishing and maintaining best practices efficient and effective HR services to include performance management, talent acquisition, staff relations, benefits administration and internal communication. Responsible for building and driving the learning and development for all credit union staff. Oversees administrative personnel and duties of the credit union. Responsible for coaching and development to assigned staff.

Essential Functions & Responsibilities include but are not limited to:

1. Ensures active and on-going coaching and development to assigned staff, writes and conducts performance appraisals and identifies training needs.
2. Develops, recommends and implements the employee handbook, HR policies and procedures, recruitment activities, employee relations, benefit administration, salary/payroll administration, regulatory, compliance, workforce analytics and staffing needs.
3. Responds to employee relation issues.
4. Reviews, directs and oversees the learning and development activities of coaching and professional development, career pathing, employee training, board training, onboarding of new employees and staff education. Conducts or supervises special courses to ensure appropriate levels of training for personnel in operational, supervisory and management roles.
5. Administers the credit union's compensation plan. Prepares job descriptions and evaluates jobs using established evaluation system. Assists in the administration of performance planning and review program. Maintains compensation records and files.
6. Directs interviews of prospective employees and conducts exit interviews. Ensures compensation offered is within salary range for job grade.
7. Oversees assigned staff as it relates to HR and learning and development activities; maintains communication and coordinates activities with other departments.
8. Assists in preparation and administration of annual budgets and strategic planning.
9. Assures compliance with all legal requirements of various HR programs and prepares and files required legal reports.
10. Maintains communication with outside vendors in regards to HR, learning and development and administration.
11. Serves as a member of the disaster recovery team.

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Performance Measurements:

Performance Measurements are not assigned at this time.

Position Requirements:

- Minimum five years of HR experience preferred.
- Minimum two years leadership experience preferred.
- Bachelor degree, SHRM certification or HR experience required.
- Ability to work regular full time hours.
- Ability to work on-site at designated location.
- Ability to operate a motor vehicle for job related travel.
- Ability to analyze data for equitable resolutions.
- Ability to manage projects through to completion.
- Proficient with problem solving and critical thinking skills.
- Ability to speak to groups of all sizes in a professional and precise manner.
- Ability to communicate with courtesy, tact, and diplomacy and model exemplary member service.
- Proficiency in Microsoft Office software applications.

Ergonomic Considerations:

- Must be able to sit and/or stand for extended periods of time (6 to 7 hours per day).
- Must be able to view a computer screen, use a keyboard to enter information, and manipulate a mouse.
- Job includes some repetitive hand/wrist motions.
- Ability to operate office machinery.
- Ability to lift up to 25 pounds.

This job description is not a comprehensive list of all activities, duties, and responsibilities of the position. Such requirements may be expanded or otherwise changed at any time as indicated by the operational needs of the credit union. Employees may also be required to assist colleagues with their job responsibilities from time to time.

Printed Employee Name

Date

Employee Signature