

Price Electric Cooperative Phillips, Wisconsin

Job Description Executive Assistant – HR Administrator

1 JOB SUMMARY:

Under the supervision of the President/CEO, performs confidential and other administrative support services to the board of directors, President/CEO and management staff. Directs human resource functions of the cooperative for the purpose of recruiting and retaining an effective workforce. Organize and administer benefits, policies, compensation plan and governmental compliance to contribute to strengthening the cooperative's position as an employer of choice.

2 POSITION RESPONSIBILITIES:

- (a) Supports and assists staff with data collection, reports or correspondence for matters of significance to the board, President/CEO, and managers, which is directly related to the general business operations. Drafts correspondence for President/CEO's signature. Maintains confidentiality in all matters.
- (b) Prepares agenda, in consultation with the President/CEO, and gathers materials for President/CEO and board for the monthly board meetings, takes and transcribes minutes at board meetings, committee meetings, and staff meetings. Maintains and protects records of such meetings, preserving confidentiality when essential.
- (c) Actively participates in the recruiting, hiring, training and continued development of workforce. Administers background screening for all departments. Conducts orientation of new employees to policies, procedures, and benefits.
- (d) Is the benefits administrator for cooperative. Human resources responsibilities include but are not limited to the filing of short-term and long-term disability claims, worker's compensation, and general liability claims. Explains and enrolls employees in various NRECA, health insurance, dental, vision, wellness, and Section 125 programs. Processes all employee hiring, termination, and retirement documents. Secures and maintains all personnel, legal and other confidential documents. Uses discretion and independent judgment in regard to administration of all employee benefits. Maintains full understanding of all employee benefits. Keeps the President/CEO informed on employee benefit matters.
- (e) Works directly with management staff to assist them in carrying out their responsibilities on personnel matters and keeps the President/CEO informed.
- (f) Maintains reporting records for OSHA compliance. Prepares and monitors workers compensation insurance claims.
- (g) Develops, recommends, and implements policies and procedures. Interprets cooperative policies and discusses with employees as necessary.
- (h) Directs and analyzes employee benefits programs, to include health and wellness programs. Interprets and discusses benefit programs with employees as necessary.
- (i) Keep abreast of current Federal and State labor regulations/laws and cooperative policies, communicating relevant information to management.

- (j) Maintains timely and accurate compensation plan, to include job descriptions, salary and wage ranges, labor market surveys, etc. with updates to management as requested.
- (k) Maintains bylaws, articles of incorporation, and cooperative policies in a current and accurate manner ensuring dissemination to the proper parties.
- (l) Administers the statewide education program and attendance at various local and national meetings and conferences for directors and employees. Makes travel and lodging arrangements for President/CEO, directors and other personnel as needed.
- (m) Assists in the planning and/or coordinating of special events focusing on members and other external audiences, e.g., annual meeting.
- (n) Responsible for employee events such as birthday and anniversary recognition program and service awards program.
- (o) Routes correspondence, screens and directs President/CEO telephone calls.
- (p) Demonstrates empathy and responsiveness to internal and external customer needs by being timely, and following through to ensure member and/or employee satisfaction.
- (q) Maintain current employee benefit information in iVUE system.
- (r) **ADDITIONAL ESSENTIAL FUNCTIONS**
 - 1) Promote positive employee morale and culture, and Cooperative image through following Cooperative Principles and positive relationships with all personnel, members, and general public.
 - 2) Demonstrate general knowledge of Price Electric operations, policies, products and services.
 - 3) Understand and adhere to safety rules as stated in the WECA safety manual.
 - 4) Filing of all generated paperwork.
- (s) Performs other duties as requested and assigned.

3 POSITION SPECIFICATIONS

(a) **EDUCATION:**

High school diploma or equivalent required. Technical or Associate's degree from a two-year college or technical school in office management, human resources, business administration or related field preferred. A program of continuing education in fields pertaining to human resources and benefits is necessary.

(b) **WORK EXPERIENCE:**

At least five years of progressively responsible experience in an administrative services or office management is required. Pursues training and development opportunities to continuously build knowledge and skills and share expertise with others. Experience working with a board of directors is helpful.

(c) **ABILITIES AND SKILLS:**

Must be well organized, personable and able to exercise discretion and use sound judgment in dealing with people and confidential information. Proficient with personal computers utilizing Microsoft Word, Excel, Power Point and software programs and other standard office equipment. Excellent verbal and written communication skills are required. The ability to work with a variety of different people and without supervision is also required.

(d) **WORKING CONDITIONS:**

Work is performed most frequently indoors mainly sitting at a desk. Involves frequent interaction with the public and other employees. Normally have regular office hours, however occasional after hours work is necessary. Some travel is required within the service territory or to training outside of the service territory.

(e) **PHYSICAL REQUIREMENTS:**

The position requires close visual skills, good listening skills and the ability to communicate verbally with members and employees. Must be able to sit for extended periods of time. Requires repetitive motions with hands and fingers. Primarily inside work at a desk. Must be able to use office equipment such as a copier, fax machine, computer, printer, and two-way radio. Lifting objects up to 20 pounds is required.

(f) **LICENSE REQUIREMENTS;**

Valid Wisconsin Driver's License required.

4 REPORTS TO:

(a) Reports to:

President/CEO

(b) Responsible for:

(Non-supervisory exempt position)

I acknowledge receipt of this job description and confirm my ability to perform the duties outlined based on the physical requirements outlined in this job description.

Signature: _____ Date: _____

Printed Name: _____