

## Career Profile:

# Human Resources Manager

Human resources managers plan, direct, and coordinate the administrative functions of the co-op. They oversee the recruiting, interviewing, and hiring of new staff and serve as a link between our co-ops management and its employees.

## What Responsibilities Will I Have?

- Implement and support the policies and practices that are consistent with the philosophy of the co-op
- Have an understanding of human resource laws in order to ensure the company is compliant with laws and regulations
- Manage records for benefits
- Research benefits program options and anticipate price changes
- Communicate benefit rules and regulations to employees
- Attend benefits workshops to learn about new services being offered in the marketplace
- Ensure all benefit plans are operated in compliance with applicable government regulations and required reporting and disclosure are completed in accordance with regulations
- Process timesheets for hourly workers and complete all functions related to payroll reporting
- Partner with other members of the management team to ensure consistent overall human resources leadership and procedures
- Conducts new hire on-boarding and early engagement for all new employees
- Serve as an advisor for human resources issues to leadership
- Provide direction to employees on all human resource related policies and procedures
- Conduct human resource audits and risk assessments
- Handle resolving employee conflict

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### What Education & Training is Needed?

Bachelors Degree in human resources or other business-related degree is required; many employers also require Society for HR Management (SHRM) or Senior Professional in HR (SPHR) certifications

### What High School Courses Are Recommended...

Agricultural Education, mathematics, business, personal finance, psychology, Spanish, and computer courses

### Typical Employers

Co-ops, small to large scale agricultural companies, farms, government agencies, mills, universities

### Other Titles

Office Administrator