

Chicago Municipal Employees Credit Union

Job Description

Title: Part Time Human Resources Generalist	Reports To: CEO
Department: Human Resources	Supervises: None
Date: April `22	FLSA: Exempt

Job Summary: Manage the day-to-day human resource functions of the credit union. Administer and monitor human resource programs and ensure compliance with credit union policies as well as external rules and regulations. Develops policy and directs and coordinates human resources activities, such as employment, compensation, labor relations, benefits, and training.

Essential Functions:

- ❖ Develop and administer various human resources plans and procedures for the credit union. Keep abreast of changing trends or regulations
- ❖ Plan and organize all activities of the department. Participate in the development of systems, goals, and objectives
- ❖ Implement and annually update compensation program, rewrite job descriptions as necessary, conduct and review annual salary surveys, develop departmental budget, analyze compensation and monitor performance evaluation program and revise as necessary
- ❖ Develop, recommend, and implement personnel policies and procedures. Provide guidance on managing to policies
- ❖ Administers all employee benefits plans and help with the HR Budget.
- ❖ Manages biweekly employee payroll process
- ❖ Conduct recruitment effort for all exempt and non-exempt personnel
- ❖ Coordinate new employee orientation
- ❖ Develops and implement training and development programs as deemed appropriate for meeting the needs of the staff as well as the objectives set forth for the Credit Union
- ❖ Establish and maintain department records and reports. Participate in administrative staff meetings and attends other meetings.
- ❖ Maintain knowledge of federal and state laws pertaining to employment, particularly those which affect the hiring and placement process
- ❖ Interact with carriers to ensure coverage changes and additions are made in a timely manner; monthly premium reconciliation
- ❖ Input and maintenance of employee data information
- ❖ Maintenance of employee personnel files
- ❖ Other duties as assigned to accomplish the goals and objectives of the Human Resources department and the Credit Union.

Qualifications: Bachelor's degree required or commensurate work experience. Minimum of 5 years experience in Human Resources function. Experience with ADP processing.

The responsibilities outlined in this document serve as a general description of the job function. It is not exhaustive in expectations or qualifications and should not be interpreted as such. Further, this document is not to be interpreted as a contract or guarantee of employment.
