



## POSITION OPENING

**POSITION: Human Resources Specialist**

**Location: Fresno, CA**

### ABOUT US

Established in 1917, Fresno Madera Farm Credit provides quality credit and financial services in California's Central Valley, headquartered in Fresno. Our mission is to provide access to credit and related services to farmers and ranchers in our region as an efficient organization that delivers service with people that are passionate about creating the best possible customer experience to the generations of farmers and ranchers that we proudly serve. Fresno Madera Farm Credit offers competitive compensation packages and excellent benefit programs. We have a team driven, performance focused culture, with a strong focus on customer service, and fulfilling our mission to Agriculture.

### JOB DESCRIPTION

Fresno Madera Farm Credit is searching for a self-motivated, highly driven individual to join our fast-paced team environment. This position reports directly to the Association's Chief Administrative Officer, and will perform critical tasks to enable the Association to fulfill policy and regulatory responsibilities. Responsibilities will include:

#### ❖ **Recruiting/Employee Relations/Training Programs**

- Assist with the planning and development of innovative, short and long-term strategies to meet the organization's short and long-term human capital needs.
- Facilitate new-hire orientation, onboarding and off-boarding activities. Maintain personnel files and human resources records.
- Maintain and communicate personnel policies, update related materials, and ensure policies and programs meet regulatory and legal requirements.
- Develop, implement, and monitor training programs.

#### ❖ **Payroll/Benefits**

- Coordinate payroll processing and balancing through Ceridian Dayforce HRIS.
- Administer all employee benefit plan provisions, and provide direction and assistance while serving as a program liaison between Association and benefit providers.

#### ❖ **Compliance/Reporting/Special Projects**

- Develop and maintain HR Metrics to assist with workforce planning.
- Assist in special projects that will further strengthen our corporate culture and focus on employee engagement.
- Increase efficiency, innovation and reporting within department through the use of technology.

### KNOWLEDGE, SKILLS, AND ABILITIES:





1. Effective written and verbal communication skills to interpret and/or discuss technical or sensitive information with internal and external customers.
2. Intermediate to advanced proficiency in Microsoft Excel, PowerPoint, Word, Outlook. Microsoft Access proficiency a plus.
3. Strong work ethics and commitment to take ownership of responsibilities, work independently, and seek guidance when appropriate.
4. Demonstrate the ability to take the initiative, set an example for others, and lead through change.
5. Demonstrate innovative thinking, find best practices, and take steps to implement positive change into daily responsibilities.
6. Demonstrate the ability to perform accurately and timely within established deadlines; attention to detail is critical.
7. Exceptional problem solving, organizational and decision making skills. Ability to plan workload and prioritize business needs effectively.
8. Outstanding customer service skills to promote and support a service-oriented culture.

**MINIMUM QUALIFICATIONS:**

1. Bachelor's degree in human resources, organizational development, or related field.
2. Minimum of 5 years of HR experience. Experience with payroll administration and employee training programs preferred.
3. Certification in Human Resource Management through a PHR/SPHR accredited educational program or professional organization.
4. Knowledge of California State and Federal employment laws.

**To be considered for this position, please send a cover letter and resume by fax to (559) 276-4896 or email to [hrdepartment@fmfarmcredit.com](mailto:hrdepartment@fmfarmcredit.com). If you have any questions, please contact Stephanie Graham at (559) 277-7000.**

**DISTRIBUTION: External Posting**

**DATE: May 31, 2017**

**FINAL FILING DATE: Applications will be accepted until filled**

