



## POSITION OPENING

**POSITION: HR Manager**

**Location: Fresno, CA**

### **ABOUT US**

Established in 1917, Fresno Madera Farm Credit provides quality credit and financial services to farmers in Fresno and Madera counties – located in the heart of California’s Central Valley. Our mission is to provide access to credit and related financial services to farmers and ranchers in our region. We strive to find and cultivate excellent employees who are passionate about creating the best possible customer experience for the generations of farmers and ranchers that we proudly serve. We have a team-driven, performance-focused culture, with a strong emphasis on customer service and fulfilling our mission to agriculture. Fresno Madera Farm Credit also offers competitive compensation packages and excellent benefit programs.

### **JOB DESCRIPTION**

Fresno Madera Farm Credit is searching for a self-motivated, highly driven individual to join our fast-paced team environment. The HR Manager leads the delivery and administration of human resource programs and services. This position reports directly to the Association’s Chief Administrative Officer and responsibilities will include:

#### **Human Resource Leadership**

1. Plans, develops, recommends, implements, and evaluates the Association’s human resource function and finds areas of improvement.
2. Identifies, defines, and recommends strategic human resource initiatives to support Association goals.
3. Advises management on the impact of new programs/strategies and regulatory requirements on the attraction, retention, motivation, and development of employees.
4. Reviews HR Policies and recommends changes based on regulatory and legal requirements or best practices.
5. Develops management and board level reporting for all HR functions including reports that will assist with workforce management and projected needs.

#### **Employee Relations**

1. Provides guidance and coaching to employees and supervisors to prevent and resolve interpersonal and performance issues.
2. Investigates, evaluates, and resolves employee relations issues.
3. Works with outside legal counsel to determine if employment laws have been broken and elevate issues to CAO and CEO as necessary.
4. Recommends the use of performance improvement plans and/or termination.





### **Compensation, Benefits & Training**

1. Provides recommendations to the Executive Leadership Team on merit structure. submits supervisor recommended merit increases and market and promotional adjustments.
2. Consults with external resources on compensation data and trends.
3. Determines training needs and recommends training programs.
4. Participates in succession planning to assist in Senior Leadership in identifying competency, knowledge, and talent gaps.

### **Management**

1. Manages, coaches, and develops the HR team.
2. Completes annual performance evaluations.
3. Manages inter-department requests and issues regarding processes and efficiencies.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Outstanding customer service skills to promote and support a service-oriented culture.
2. Ability to manage projects, provide timely status updates and deliver expected outcomes.
3. Working knowledge of federal and state employment laws and regulations.
4. Working knowledge of a variety of human resource functions such as recruiting, selection, performance management, compensation, and employee relations.
5. Skill in recognizing and maintaining confidential information.
6. Demonstrated ability to get results in working with others, collaboratively resolve conflicts, take initiative, set an example for others and lead through change.
7. Exceptional written and verbal communication skills to interpret and/or discuss technical or sensitive information with internal and external customers.
8. Exceptional problem solving, organizational and decision-making skills. Ability to plan workload and prioritize business needs effectively.
9. Functional skills with Microsoft Office Suite including Word and Excel.

### **MINIMUM QUALIFICATIONS:**

- ❖ Bachelor's degree in human resources, business administration or a related field.
- ❖ Minimum 7 years of experience as a human resources generalist.
- ❖ 5 years of supervisory experience; Or an equivalent combination of education and experience sufficient to perform the essential functions of the job.
- ❖ PHR, SHRM-CP or SHRM-SCP

**To be considered for this position, please send a cover letter and resume by email to [676HRDept@fmfarmcredit.com](mailto:676HRDept@fmfarmcredit.com). If you have any questions, please contact Christi Divine at (559) 276-4814.**

**DISTRIBUTION: External Posting**  
**FINAL FILING DATE: Open until filled.**

**DATE: September 21, 2021**

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