

*(Last updated and approved by Personnel on 11/9/21, WO on 11/29/21)*

### **Personnel Co-Coordinator**

*This position manages the organizational structure of the Hub Bike Co-op including: hiring, scheduling, worker handbook, training, evaluations/reviews, and resolution and grievance procedures. This person will report to Hub Worker Owners.*

*This is a full-time, year-round position - approximately 20 hours a week for administrative tasks (this amount fluctuates depending on the time of year and needs of the position), with the remainder of the hours worked in either the Front End or Service Departments. This position qualifies as level 4 of the wage scale. Compensation determined by previous experience.*

### **Responsibilities:**

- Collaborate on the preparation of agenda and rotate facilitation of monthly meetings for Personnel Committee
- Perform all necessary hiring tasks according to policy including: work with Department Coordinators to determine hiring needs, maintaining all applications, reviewing and corresponding with applicants, scheduling interviews, and maintaining hiring documents and policies
- Bottomline new staff onboarding, including paperwork and appropriate account creation.
- Facilitate health insurance enrollment for eligible Hub employees
- Carry out appropriate Review Processes: make sure that employees understand their review process (3 month, SIPR, Exit Review, etc.), schedule reviews, send out review forms, organize all review records
- Maintain accurate files for all hire/worker documents and all applicants; keep HR files in compliance with applicable Federal and State Labor laws
- Maintain record of pay scales and raises according to policy and ensure that policy is followed: bring employee's raise recommendation forms to the appropriate committee for review and raise approval, inform payroll of changes, and make changes to employee records
- Provide and organize personnel related trainings for the Hub as needed, including: facilitation, mediation, communication, co-operative development, candid conversations, and Hub policy and processes
- Communicate information from the Personnel committee to other areas of the shop including worker owners and Hub workers via updates at general meetings and messages.
- Facilitate the Resolution Process and ensure it is followed by the Hub Bike Co-op
- Give assistance to Hub staff that are experiencing conflicts and help aid them in resolution and if necessary provide mediation or outside mediation if necessary
- Post current and/or annual "who does what at the Hub" chart of who is on each committee and who fills each job.
- Work with employees to make sure their job descriptions are current and that they understand their job expectations
- Work with bookkeeper to see that Unemployment Insurance benefit guidelines are met and followed, as well as filing workers' comp claims and other employee forms and documentation that is needed from employers
- Assist in ordering of office and store supplies
- Facilitate the planning & budgeting for Personnel Winter Projects, and check-in with bottom liners

- Keep handbook updated, current, and accessible
- Verify workers' timesheets according to Policy 4.3

**Desired qualifications:**

- Experience in communication and interpersonal group relations
- Organized and detail oriented
- Ability to prioritize tasks and work independently and efficiently
- Ability to have candid conversations with co-workers and maintain an open and respectful environment
- Experience in human resources and personnel management
- Experience in cooperative development
- Motivated individual
- Experience with facilitation and consensus process, management, and/or running a business
- Experience maintaining confidentiality without bias.

**Time Expectations:**

- Flexible scheduling according to time of year
- Must attend general meetings (2 hours/month)
- Must attend and organize monthly personnel meetings (2-4 hours/month)
- Must attend Worker Owner Meetings (3-4 hours/month)