

Human Resources

Human resources managers plan, direct, and coordinate the administrative functions of the cooperative. They oversee the recruiting, interviewing, and hiring of new staff and serve as a link between cooperative management and 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 state and federal regulations
- Manage records for employee and cooperative 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 onboarding and early engagement for all new employees; communicates new hires to the team
- 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

What education and training is necessary?

A bachelor's degree in human resources or other business-related degree is required to work in HR. Many employers also require Society for HR Management (SHRM) or Senior Professional in HR (SPHR) certifications.

What high school courses are recommended?

Agriculture education, mathematics, business, personal finance, psychology, English, Spanish, communication, and computer courses

Who are typical employers in agriculture?

Cooperatives, small to large scale agricultural companies, farms, government agencies, mills, retail businesses, and universities

Other Titles and Roles:

Office administrator, hiring manager