



## Community and Economic Development Associates Position Description:

### Human Resources Manager

*Community and Economic Development Associates (CEDA) seeks an individual to fill the position of Human Resources Manager.*

*Interested, qualified individuals may submit resume and cover letter to [teri.root@cedausa.com](mailto:teri.root@cedausa.com)*

**About the Organization---** CEDA was created in 1986 as a private, 501(c)(3) non-profit corporation then called the Southeastern Minnesota Development Corporation. In 2010, the agency became Community & Economic Development Associates (CEDA) as a result of increased interest and inquiries received from communities outside of the agency's original service area of Southeast Minnesota. The name change reflects CEDA's commitment to providing services to fit the needs of any rural community. CEDA provides onsite and/or project based economic and community development services to rural communities and counties in Minnesota, Iowa and Wisconsin currently. Our team brings with it over 150 years of collective development experience. For additional information about CEDA and the services we provide, check out our website at [www.cedausa.com](http://www.cedausa.com).

**Position---** Human Resources Manager

**Number of Openings---** 1

**Hours---** Full Time

**Reports to---** Corporate Operations Division Head

**Supervises---** None

**Position Description---** This position will plan, coordinate and direct the administrative functions of CEDA by overseeing the recruitment and hiring process, employee onboarding, employer-employee relations, maintaining company culture, managing employee benefits, creating a safe work environment and ensuring company policies and practices are followed. Responsibilities could include (but are not limited to):

- According to company policy and budget:
  - Assist Division and Department heads with recruitment, interviews, hiring and initial employment paperwork for employees.
  - Lead the onboarding and exit of employees, as needed, in conjunction with Division and Department Heads.
  - Coordinate with Division and Department Heads to ensure staffing levels are filled and appropriately maintained.
  - Develop and coordinate with Division and Department Heads any corrective action, performance improvement plans, or other disciplinary actions for employees as approved by the CEO and COO.
  - Maintain records of completed required training.
  - Schedule required training as appropriate.
  - Coordinate ongoing/discretionary training in conjunction with Division/Department Heads.
  - Be the point of contact for employment related issues and questions, such as: payroll, time cards, time off, interpretation of employee handbook and corporate policies, and questions about benefits.
  - Assist with any disputes between employees, employees and Division/Department Heads, and other conflict resolution matters.
  - Lead employee review process from a general perspective across the entire company.
  - Assist Division/Department Heads with 90 day, 180 day and annual reviews as appropriate.
  - Maintain and lead in necessary updates of the employee handbook and related personnel policies, as needed.
  - Manage employee benefits program, along with CEO and COO.
  - Create a safe work environment.
  - Maintain CEDA company culture.

This position will report directly to the Corporate Operations Division Head.

**Qualifications**--- CEDA is looking for team member who wants more than just a job. We're seeking a passionate, engaging individual who can find excitement and value in the important work that our organization does. The ideal candidate should be self-motivated, possess high business morals, have excellent oral and written communication skills and be energetic, results-oriented, able to develop productive relationships and possess strong leadership skills. Qualified applicants should have applicable leadership experience and/or a degree in community/economic development, public administration, business administration, marketing, management, or another related field.

Applicant must have a valid driver's license and reliable means of transportation.

### **Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) main: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410, (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

CEDA is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by the federal, state and local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and internship. CEDA makes hiring decisions based solely on qualifications, merit and business needs at the time.