

SUNFLOWER ELECTRIC POWER CORPORATION RESPONSIBILITY OUTLINE

Position Title	Human Resources Administrator	Date	July 2011
Department	Human Resources	Pay Status	Salaried
Reports To	Sr. Manager, Human Resources	FLSA Category	Exempt
Location	Hays/Holcomb/Garden City	EEO Category	2

SUMMARY

Administer the human resource function including staffing, employee relations, performance management, compliance, and other responsibilities for the assigned location(s). Assume responsibility for specialization area (see addendum).

ESSENTIAL RESPONSIBILITIES

Specialization

See applicable specialization addendum.

Staffing

Coordinate all aspects of the employment process from initial approved staffing request to new employee orientation. Work closely with management to determine specific needs when filling vacancies and provide the best matched candidates for review and selection. Ensure procedures are followed in the selection process and all background and reference gathering duties are performed.

Deliver orientations so new employees start their work relationship on a positive note and they are properly acclimated.

Employee Relations

Be highly visible and serve as a resource for employees. Provide assistance and advice to employees consistent with Sunflower's culture as required.

Performance Management

Assist supervisors and managers in employing performance management and developing performance appraisals. Provide guidance and advice on issues including corrective action, development, and performance improvement.

Compliance

Ensure continued compliance with governmental and equal employment opportunity (EEO) guidelines and regulations. Assist in investigation of EEO-related complaints.

Other Human Resource Responsibilities

Assist with maintaining consistency and integrity of the policies, procedures, and guidelines.

Prepare, process, and document, as necessary, all human resources actions, employee records, files, logs, and records. Maintain employee and candidate confidentiality. Assist with maintaining the department's record retention program.

Participate in the preparation and administration of the department's budget.

Safety

Help ensure a safe working environment by emphasizing the importance of safety processes and setting the highest safety standards and expectations of all employees. Maintain safety awareness and comply with all safety policies, practices, and procedures to assure a safe working environment. As applicable, resolve safety concerns and issues coordinating closely with the Safety Department and provide the highest support to the Safety Department to establish and enforce safety programs consistent with industry practice.

Culture

Demonstrate a commitment to Sunflower's culture and core values of technical competency, respect and dignity, accountability, integrity, trustworthiness, and servant leadership to empower or otherwise enable others to optimally perform their job responsibilities. Demonstrate and promote ethics and behaviors consistent with Sunflower's culture, Board policies, and business practices. Understand and fulfill the role and responsibility for all compliance programs within the company.

Other Responsibilities

As assigned or required to support Sunflower's mission and operations.

QUALIFICATIONS

Certifications and Licenses

PHR or SPHR certification is preferred.

Education and Experience

Bachelor degree in human resources, management, business administration, or a related area and five years professional human resources experience in the areas of recruitment, employee relations, performance management, benefits, and/or compensation; or equivalent combination of education and experience.

Knowledge, Skills, Abilities

Knowledge of and skills in best human resources practices including recruitment, performance management, employee relations, coaching, employee development, and/or compensation.

Working knowledge of current human resource federal and state regulations, trends, and developments. Knowledge and understanding of wage and hour laws as they relate to employment policies and procedures.

Adept at analyzing data and information to determine opportunities for improvement. Good math skills.

Strong organizational skills.

Able to provide presentations to disparate audiences.

High standards of personal integrity and ability to preserve confidentiality. Professional maturity and judgment, tact, and discretion in balancing the interests of Sunflower and employees.

Able to interface and collaborate with a variety of people.

Able to counsel employees and supervisors to ensure successful resolution of issues.

Written, verbal, and interpersonal communication skills at the level required to successfully perform the essential responsibilities of the position.

Able to operate computers and associated programs, including MS Word, Excel, PowerPoint, and database programs, at the level required to successfully perform the essential responsibilities of the position.

Able to identify system and/or process improvement opportunities and develop and complete projects.

Supervisory, leadership, and coaching skills and abilities.

Labor relations skills and abilities are preferred.

Other

Must possess and maintain a valid driver's license.

Able to travel to all Sunflower sites and attend training and meetings out of state as needed.

Physical and Mental Demands

See Physical and Mental Requirements sheet.

This outline is not all inclusive but rather serves as a general overview of the current business needs. Experience guidelines are not the sole basis for awarding this position and substitutions may be made as they relate to the essential functions, duties, and responsibilities of this position.

**SUNFLOWER ELECTRIC POWER CORPORATION
RESPONSIBILITY OUTLINE ADDENDUM**

Position Title	Human Resources Administrator	Date	September 2011
Department	Human Resources	Pay Status	Salaried
Reports To	Sr. Manager, Human Resources	FLSA Category	Exempt
Location	Garden City	EEO Category	2

SUMMARY

Administer Sunflower's recruitment program. Work closely with management and the union in regard to labor relations.

ESSENTIAL RESPONSIBILITIES

Recruitment Specialization

Administer the recruitment program for Sunflower employing techniques which will give Sunflower a competitive advantage. Ensure Sunflower utilizes the best selection techniques to hire the best matches for open positions.

Establish and maintain formal recruitment channels and relationships with labor market suppliers. Make contact with and develop and maintain recruitment associations with area and regional vocational schools and colleges with the assistance of internal employees. Attend career fairs and visit schools.

Create recruitment brochures and packets for schools and visiting candidates. Select creative giveaways to ensure company recognition among potential applicants.

Develop, maintain, and monitor database of best recruitment sources. Compose and place ads as required. Assist with ensuring budgetary guidelines are met.

Recruit interns and assist with securing living accommodations for them.

Develop and maintain database of successful interview questions. Assist human resources administrators and hiring supervisors with question selection.

Provide interview and selection training for supervisors and managers.

Assist with succession management program to help identify future recruitment needs and internal candidates.

Labor Relations

Work closely with members of management and the union to ensure a collaborative working partnership and adherence to the Collective Bargaining Agreement (CBA). Assist in resolving issues. Actively participate in the Labor Management Committee.

QUALIFICATIONS

Experience

In addition to the HR administrator requirements, this position requires two years experience in proactive, creative, and successful recruitment programs.

Knowledge, Skills, Abilities

In addition to the HR administrator requirements, this position requires in-depth knowledge and skills in developing and maintaining successful and proactive recruitment programs.

Creativity in writing and developing outside-of-the-box solutions.

Strong presentation skills.

Skilled in the use of MS Word, Excel, PowerPoint, and database programs.

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**SUNFLOWER ELECTRIC POWER CORPORATION
PHYSICAL AND MENTAL REQUIREMENTS**

Position Human Resources Administrator - Hays & Garden City

Date September 2011

Physical Tasks and Exposure

For the following, indicate if the task or exposure during a typical shift is:

O = Occasional (<10% of time); **S** = Sometimes (26-50%); **F** = Frequently (51-75%); **R** = Regularly (>75%)

O	S	F	R	Task/Exposure	O	S	F	R	Task/Exposure
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lifting/Lowering: <10 pounds
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11-30 pounds
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31-50 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51-75 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crouching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>75 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching above Heights					Carrying:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Confined spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<10 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Variable weather	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11-30 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31-50 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51-75 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dampness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>75 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noise					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust/Dirt					Pushing/Pulling:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ionizing radiation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<10 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemicals--skin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11-30 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemicals--lungs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31-50 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Repetitive--wrist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51-75 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Repetitive--elbow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>75 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other					

Comments

Incumbent will also work with others either individually or in groups.

Audio-Visual

For the following, check if essential to the position

- Hearing: _____
- Vision: _____
- Color discrimination: _____
- Depth perception: _____
- Other: _____

Mental Requirements

For the following, check if essential to the position

- Sense of urgency
- Works alone
- Concentration
- Other
- Multiple tasks
- Independent judgment
- Proper reasoning
- Repetition

Other

For the following, check if essential to the position

- Physical Capacity Profile Chest X-Ray Color Blindness Physical (Non-DOT)
- Level 1 Level 2 Level Spirometry Audiogram Physical (DOT)
- Level 3 Level 4 Level 5