

## SUNFLOWER ELECTRIC POWER CORPORATION RESPONSIBILITY OUTLINE

Position Title	<b>Human Resources Administrator</b>	Date	<b>July 2011</b>
Department	<b>Human Resources</b>	Pay Status	<b>Salaried</b>
Reports To	<b>Sr. Manager, Human Resources</b>	FLSA Category	<b>Exempt</b>
Location	<b>Holcomb Station</b>	EEO Category	<b>2</b>

### **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	<b>Human Resources Administrator</b>	Date	<b>July 2011</b>
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Reports To	<b>Sr. Manager, Human Resources</b>	FLSA Category	<b>Exempt</b>
Location	<b>Holcomb Station</b>	EEO Category	<b>2</b>

**SUMMARY**

Work closely with management and the union in regard to labor relations. Provide supervision of human resources administrative assistant.

**ESSENTIAL RESPONSIBILITIES**

**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 with resolving issues. Actively participate in the Labor Management Committee.

**Supervision and Leadership**

Provide leadership, coaching, and counseling to direct reports regarding job performance. Conduct annual performance appraisals in a timely manner. Ensure direct reports receive training in order to meet or improve their job performance. Keep employees informed of work requirements, business conditions, company policies, and other factors that impact their work performance and environment.

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  
PHYSICAL AND MENTAL REQUIREMENTS**

**Position** Human Resources Administrator - Holcomb Station

**Date** July 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:
<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"/>	<10 pounds
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climbing	<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"/>	Bending	<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"/>	Crouching	<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"/>	Twisting	<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"/>	Reaching above					Carrying:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heights					<10 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11-30 pounds
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Variable weather	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31-50 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"/>	51-75 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"/>	>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"/>	Pushing/Pulling:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Noise					<10 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust/Dirt	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11-30 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ionizing radiation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31-50 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemicals--skin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51-75 pounds
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemicals--lungs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	>75 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"/>	
<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"/>	
<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 3  Level 4  Level 5  Spirometry  Audiogram  Physical (DOT)