



PASADENA FEDERAL CREDIT UNION

Pasadena Federal Credit Union is looking for a Human Resources Specialist to support us in engaging, educating, and inspiring our Pasadena community. The **Human Resources Specialist II** will promote the Credit Union's purpose, mission, and vision by providing quality service both internally and externally, ensuring that personnel and training functions are uniformly applied, operate within the policies and guidelines established, and comply with regulations.

- Prepares time and attendance records for payroll input. Reviews payroll output and distributes pay checks/vouchers to employees. Maintains benefit hour records for each employee.
- Analyzes training needs, develops and administers training plans and procedures, prepares training materials, and conducts or supervises special courses to ensure appropriate levels of training for personnel in operational, supervisory, and management roles.
- Interviews prospective employee for hourly and salaried jobs, refers applicants to specific job openings, administers pre-employment tests, check references, processes changes in employee status, and conducts exit interviews. Refers qualified applicants to proper level of management for further screening. Prepares employment offer, ensuring compensation offered is within hiring range for the job grade. May make job offers.
- Administers the organization's compensation plan. Prepares job descriptions and evaluates jobs using established evaluation system. Administers annual merit increase plan, assists in preparation of annual budgets and development of merit increase plan. Assists in the administration of performance planning and review program; including the review of all performance evaluations for content and accuracy and making recommendations when necessary. Assists the Board of Directors with the CEO Merit Program and recommended policy changes. Maintains compensation records and files.
- Administers the organization's benefit programs such as basic and major medical coverage, dental insurance, group life insurance, LTD, retirement plans, and other benefits. Consults with and advises employees on their eligibility for these and other related benefits. Maintains benefits records and documents necessary for implementing benefit coverage. Maintains and distributes plan documents and employee communications relating to benefits. Recommends changes or additions to the program to reflect employee and organization's needs. Assures compliance with all legal requirements of various employee benefit programs and prepares and files required legal reports.
- Coordinates sponsored employee services and activities designed to enhance employee/organization relationships. Administers employee relations programs, employee communications, EAP program, new employee orientation, service award programs, and various credit union activities. Recommends new programs or changes to existing programs.

If you are a positive, highly motivated candidate with a drive for your own personal performance and development, this may be the perfect fit for you.

Submit your resume to careers@pfcu.org. Pasadena FCU is an Equal Opportunity Employer.