

Job Title - Human Resources Coordinator - Collective Member

Job Purpose - As a member of the Workers Collective of BICAS, the Human Resources Coordinator is responsible for facilitating hiring, monitoring training, peer work performance evaluation coordination, processing and facilitating employee accountability (discipline) incidents, administrating performance improvement plans, and making recommendations for termination. This is a non-exempt position as defined in the Fair Labor Standards Act.

Duties & Responsibilities

- Hiring - evaluate position requirements and job description, place advertising, evaluate candidate responses, set-up hiring interviews, notify candidates of results, perform background checks, notify candidate of hire
- New Hire Orientation - process payroll and job description paperwork, orient new hire to employee policies, initiate training schedule and do warm hand-off to training mentor, check-in with new hire on satisfaction with training and workplace
- Peer Reviews - ensure that annual and probationary period Peer and Self Performance Evaluations are processed, synthesized, recorded, performed, and reported to Collective
- Monitor and evaluate Employee Accountability Forms for actionable items, potentially perform investigations, meet with staff to facilitate awareness of opportunities for improvement, document meetings, potentially design performance improvement plans and facilitate their completion
- When appropriate, make recommendations to the Collective for employee Terminations
- Facilitate Human Resources Committee meetings with members of the Board and Collective to ensure that Committee responsibilities are fulfilled
- Revise policies, procedures, Handbooks, and Job Descriptions when appropriate
- Provide input on the Administrative budget and the payroll budget, annually
- Responsible for all Human Resources related correspondence, filing, and retrieval
- Engage in continuous quality improvement of Human Resources practices

Collective Duties & Responsibilities

- Participating (time keeping, stack, note-taking, facilitating) in two 2-hour Collective Meetings per month - 1st and 3rd Wednesday 6:30pm
- Participate in Annual Retreat (3rd Monday in February) planning committee
- Participate in a minimum of 1 Collective Programming Committee: Art, Education, Shop, Fundraising, Outreach, Volunteers, WTF

Shop Duties & Responsibilities

- Up to two (2) Shop Shifts per week - see Shop Mechanic Job Description - no minimum

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| Anticipated Weekly Hours Break-Down | 32 |
| Shop Shifts - up to | 15 |
| Collective & other Committee work/meeting | 3 |
| Human Resources Coordination | 13 |

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| Outreach & Fundraising event/preparation | 1 |
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Qualifications

- Personable and self-motivated personality who can work efficiently and effectively on their own, in a group, and one-on-one in a high pressure customer service environment
- Ability to multi-task and balance several customers simultaneously
- Ability to work with a diverse population while observing sensitivities and differences
- Ability to foster an environment of empowerment and cooperation
- Desire to learn and teach
- Passion for bikes and bicycling

Education

- An industry recognized certification in Human Resources or 5 years' progressive experience in Human Resources with proof of related work-shops and ad hoc certifications in Human Resources
- BICAS - Build-a-Bike

Experience

- Hiring, firing, and conflict resolution
- Payroll regulation
- Department of Labor, Department of Economic Security, Discrimination and Harassment law
- Job Description and Policy and Procedure writing
- Performance Evaluations
- Employee Discipline, conflict resolution, and Performance Improvement Plans

Knowledge/Skills/Abilities

- Consensus-based decision making
- Meeting facilitation
- Labor Law
- GDrive - Gdoc, Gsheet, Gform
- Wordpress
- Strong Communication skills including: interpersonal, electronic, and group settings
- Ability to work collaboratively with Collective and community members

Working Conditions

- Shop hours Tues-Sun 10:45 am to 6:15 pm
- Must be available 1 weekend shift per week
- Hot in summer and cold in winter

Appropriate Certifications

- Associates Degree - Human Resources
- Associate Professional in Human Resources from HRCI
- SHRM or other accredited trainings on HR and Conflict Resolution