

JOB ANALYSIS WORKSHEET
FLINT ELECTRIC MEMBERSHIP CORPORATION
P. O. BOX 308, 3 SOUTH MACON STREET
REYNOLDS, GEORGIA 31076

JOB POSTING	EXTERNAL POSTING (<i>Individuals meeting the posted requirements are eligible to apply.</i>)
JOB TITLE	Human Resources Manager
JOB LOCATION	98 Carl Vinson, Warner Robins, Georgia
JOB CLASSIFICATION	Inside Job; Exempt
SUPERVISOR	Vice President Corporate Services
LAST DATE REVIEWED	August 2025
JOB SUMMARY	Facilitates the entire recruiting process, working with supervisors in order to attract and retain the best candidates; counsels supervisors regarding equal employment opportunity and personnel issues; serves as a resource to employees experiencing situations they cannot immediately resolve; investigates employee grievances and gives recommendations to Vice President of Corporate Services. Involved in orientation program for new employees to familiarize them with the objectives, policies, programs, and operations of our Cooperative. Designs and implements performance appraisals. Conducts group presentations and in-house training for management and employees. Performs diversified duties supporting Human Resources and serves as an immediate assistant to the Vice President of Corporate Services. Assists with wage/salary survey, affirmative action plan and departmental work plan & budget. Serves as primary resource on compliance issues to include responsibility for the cooperative's Affirmative Action Plan (AAP) and files Equal Employee Opportunity (EEO-1) Reports and Veterans Employment Reports (VETS 100). Supervises the Benefits Administrator and the Human Resources Support Specialist.
EDUCATION / TRAINING	<p>Required:</p> <ul style="list-style-type: none"> Bachelor's degree in human resources, Business, Organizational Development, or related field and four (4) years' progressively responsible human resources experience dealing with current employment laws and HR Credentials in Professional in Human Resources or Society for Human resource Management or willingness to obtain within 3 years <p>Preferred:</p> <ul style="list-style-type: none"> Specialized training in employment law, compensation, safety, and employee relations Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification through Human Resources Certification Institute or Society for Human Resources Management Certified Professional (SHRM-CP) or Society for Human Resources Management Senior Certified Professional certification (SHRM-SCP) through the Society for Human Resources Management
KNOWLEDGE / INTERPERSONAL SKILLS	<p>Required:</p> <ul style="list-style-type: none"> Ability to maintain confidentiality in HR matters to protect the privacy of employees and management Knowledge of employment and benefit laws and general human resource concepts Ability to be responsive and persuasive at all levels of the organization Skills in conducting interview for the purpose of effectively selecting qualified employees Ability to resolve complex human resource issues through research, investigation, and interpretation of laws and existing documentation Proficient use of Microsoft Word, Excel, and Power Point Familiarity with Human Resources terminology Strong oral and written communication skills with ability to make effective group presentations Skills to write articles, job descriptions, policies, and training materials Skills to work with a variety of people in difficult or sensitive situations Self-confidence and aggressive but sensitive enough to handle personnel issues Forecast future talent needs and succession planning Design competitive compensation packages and possess an understanding payroll/benefit systems. Skills to read and interpret legal documents, Federal and State laws Analytical and organizational skills <p>Preferred:</p> <ul style="list-style-type: none"> Knowledge of Flint EMC policies and procedures Experience in potential employee recruiting with examples of successful initiatives in specialized professions Experience in supervision/performing evaluations
WORKING HOURS	<ul style="list-style-type: none"> Monday thru Friday, 8:00a.m. to 5:00p.m. with one hour for lunch. Must be flexible as schedule changes on short notice to meet business needs. Must be willing to travel to other offices on short notice, odd hours, and ability to attend out of town meetings or seminars.
OTHER	<ul style="list-style-type: none"> Must have and maintain a valid Georgia driver's license with a safe driving record Job requires frequent use of personal vehicle for business purposes (reimbursement is based on IRS mileage rate)
APPLYING FOR JOB	<ul style="list-style-type: none"> Qualified external applicants may print an application from our website, www.flintenergies.com, or pick up an application from our offices at 98 Carl Vinson Parkway, Warner Robins, GA or 3 South Macon Street, Reynolds, GA. The deadline for external applications is 5:00 p.m., Tuesday, August 19, 2025.

- Applications may be dropped off at the locations listed above or emailed to hr@flintemc.com.
- Contacts: Kathy Parrish 478-847-5143, or Chelsea Payne 478-218-5582.

**FLINT EMC IS AN EOE/AA: MINORITIES/FEMALES/VETERANS/DISABLED
DRUG FREE / SMOKE FREE WORKPLACE**

Posted 08/04/2025

**PHYSICAL DEMANDS FOR ESSENTIAL FUNCTIONS
HUMAN RESOURCES MANAGER**

ALERTNESS & CONCENTRATION	Must be able to concentrate on several things at one time. Be alert to give and receive information and analyze data to make important decisions.
ABILITY TO DEAL WITH STRESS	Must be able to work under pressure to meet deadlines, handle tense situations, resolve complaints, and control anger and attitude.
VISION	<u>Far Visual Acuity</u> - As necessary to drive and operate vehicle. <u>Near Visual Acuity</u> – Necessary for operating various office equipment. Must be able to see computer screen, keyboard, and read all types of paperwork, including legal documents. <u>Peripheral Vision</u> - As necessary to drive. <u>Color Vision</u> - For recognizing appropriate forms. <u>Depth Perception</u> - As necessary for driving. <u>Night Vision</u> – As necessary for driving.
HEARING	(Normal Tones) Hears and comprehends spoken conversation over telephone and in person.
SPEECH	Speaks loudly and clearly enough to be accurately understood for internal and external presentations. Voice must be pleasant, tactful, and professional.
SITTING / STANDING	Sits a maximum of 2 hours at a time, up to a total of 8 hours per day. Can stand up as needed. Occasionally stands for long periods at job career fairs.
WORKER MOBILITY / WALKING	Can change positions at will.
LIFTING / CARRYING	Frequently lifts files and printouts, as well as materials and resources for events that may require carrying for extended distances. Must be able to lift and carry up to 40 pounds.
PUSHING / PULLING	Required to open/close desk drawers, file cabinets, and add paper/supplies to copiers and printers.
BENDING	Bends from neck for talking on telephone. Bends from waist to retrieve documents in files and desk drawers.
REACHING / HANDLING	Wrist, hand, and arm frequently used for operating PC, telephone, calculator, writing, copier, stapler, and performing miscellaneous general office work. Overhead reach is intermittent.
TWISTING / CLIMBING / CRAWLING	Twisting is intermittent. No climbing or crawling required.
ENVIRONMENTAL FACTORS	Job is located predominantly indoors in a heated/air-conditioned building. No noise, light, fumes, or dust hazards present, except that position periodically visits outdoor business facilities and personnel to cross-train with other inside or outside employees, observe testing, or other related activities.
MACHINES / TOOLS/ EQUIPMENT	Computer, calculator, copier/printer, fax machine, pens, pencils, stapler, and camera.
SAFETY EQUIPMENT / SAFETY LOSS CONTROL PROCEDURES	No safety equipment required. Follows prescribed safety rules for office employees. Must obtain and maintain CPR, First Aid, and Defensive Driving certifications.
DRUG TEST / PHYSICAL EXAM	Drug test required for pre-employment and random thereafter. Employment entrance physical exam required.

Requirements are subject to possible modification to reasonably accommodate individuals with disabilities provided it does not pose a direct threat or significant risk to the health and safety of themselves or other employees.