

Position Announcement

DIRECTOR OF HUMAN RESOURCES

POSITION SUMMARY
<p>The Director of Human Resources functions as a strategic leader and a trusted advisor to the Chief Executive Officer and Senior Management, offering vision and guidance for all personnel-related strategies as San Miguel Electric Cooperative anticipates the next stage of energy generation and workforce evolution. This position is charged with the development and implementation of progressive HR strategies that cultivate a culture of engagement, accountability, and excellence, while also ensuring adherence to all relevant laws, Cooperative principles, and regulatory standards.</p> <p>The Director will play a vital role in increasing employee engagement, promoting leadership development, and fostering community involvement, making sure San Miguel remains a top employer and a positive influence in the communities it serves. The Director will lead initiatives that support employees through organizational change, skill development, and role modifications, helping to build the workforce of the future.</p> <p>Ability to work in areas of excess height and ability to climb into those locations with the necessary tools and safety equipment. Ability to perceive and discriminate sounds and depths. Exposure to adverse environmental conditions, such as dirt, dust, orders, humidity, temperature and noise extremes, wetness and vibrations. Specific vision abilities include close vision and distance vision with varied lighting. May be required to work after hours to include weekends and holidays.</p>
ESSENTIAL FUNCTIONS
Strategic Leadership & Organizational Alignment
Act as a strategic advisor to the CEO and leadership team on organizational design, workforce planning, talent management, and change leadership.
Align HR strategies and initiatives with San Miguel’s mission, vision, and long-term energy goals.
Lead and support a high-performing, culture that focuses on innovation, collaboration, and accountability.
Lead workforce planning efforts, developing employee engagement strategies.
Collaborate with the CEO and manage community relations to enhance San Miguel’s reputation as a community employer and partner.
Directly responsible for hiring, overseeing, and training subordinate HR staff; indirectly responsible for all employees.
Oversee all HR functions, including recruitment, compensation, benefits, performance management, employee relations, succession planning, change management, retirements, drug testing, and compliance.
Responsible for monthly HR Board Reports, metrics, annual regulatory-mandated reports (ex.: EEO-1, NRECA salary collection, discrimination, etc.)
Manage the daily workflow of the Human Resources Department.
Manage investigations of employment-related complaints and concerns.
Ensure compliance with federal, state, and local employment laws, including wage and hour, safety, CDL/DOT, FMLA, and fair employment law requirements.
Oversees training and development by coordinating mandated and best practices training with legal counsel.
Administer employee benefits, including health, retirement, and wellness programs, serving as the Cooperative’s Benefits Administrator and liaison with NRECA and insurance providers.
Oversee counseling employees on sensitive matters involving Americans with Disabilities Act, Pregnant Workers Fairness Act, Family and Medical Leave Act, Texas Workers Compensation Law, Texas Unemployment Benefits, privacy, and similar matters.
Maintain accurate and secure employee records in accordance with the law, retention policies, and confidentiality requirements.
Prepare and manage departmental budgets, reports, and HR metrics to support data-driven decision-making.
Oversee personnel evaluations, performance reviews, discipline, and termination of employees to ensure compliance with legal requirements.
Provide support to supervisors with personnel evaluations, performance reviews, discipline, and termination of employees.
Employee Relations & Engagement
Build and maintain trust-based relationships with employees at all levels of the organization.
Lead employee communication, engagement, and recognition initiatives that reinforce Cooperative culture and retention.
Partner with leadership on employee relations, performance management, and workforce policies—balancing fairness, compliance, and organizational effectiveness.
Serve as a mentor and advisor to supervisors on leadership, coaching, and team development.
Recruitment, Training, & Development
Develop and oversee comprehensive talent acquisition, onboarding, and training programs to attract and retain top talent.
Manage interviews and recommendations.
Provide support to supervisors for interviews and recommendations and ensure compliance with legal requirements.
Oversee the Cooperative’s learning and development strategy, identifying skill gaps and implementing upskilling programs that prepare employees for future energy technologies.
Support continuous improvement in employee performance through effective evaluation, goal setting, and feedback systems.
Safety, Wellness, & Community Involvement
Support and promote San Miguel’s strong safety culture, partnering closely with safety leadership on compliance and employee well-being.
Lead Cooperative wellness initiatives and community service programs, fostering employee pride and engagement.
Represent San Miguel at professional associations, workforce development coalitions, and community engagement events.
Directly responsible for hiring, overseeing, and training subordinate Safety staff; indirectly responsible for all employees.
Provide strategic leadership and oversight for the Safety Department, ensuring compliance with OSHA, and other state agencies, local safety laws, codes, and rules, and other regulatory requirements across all plant operations.
Develop, implement, and continuously improve safety programs, policies, and training to foster a proactive safety culture throughout the organization.
Ensure incident investigations, root cause analyses, and corrective action planning are executed to prevent recurrence and promote continuous improvement in safety performance.
Ensure compliance with required OSHA recordkeeping and reporting (e.g., 300 and 300A, SDS).
Champion employee engagement along with senior staff in safety initiatives by promoting accountability, recognition programs, and clear communication of safety goals and expectations.
Stop operations and activities that could harm individuals or damage equipment.
Oversee safety inspections and audits to assess employee compliance with safety regulations.
Manage risk management, accident prevention measures including insurance, business continuity plans, and recovery measures.
Share safety information with appropriate levels in the organization.
Prepare and implements Safety budget.
Manage files and documentation related to safety and its operations.
Oversee permit processes, including special permits for regulated activities such as confined space entry, welding operations, and transport and storage of hazardous supplies and materials.
Accompany staff conducting safety, fire, and physical audits throughout the facility, assists with audit process.
Oversee on-site clinic; manage patient files in compliance with HIPAA.
Education & Experience
<ul style="list-style-type: none">• Minimum of 10-15 years of progressive HR leadership experience, with at least 3 years in a senior or director-level role.• At least 5 years of occupational health and safety experience in an industrial environment.• Experience in the electric utility, cooperative, or energy industry preferred.• Demonstrated success managing HR strategy during periods of organizational transformation or workforce transition.• Bachelor’s degree in Human Resources, Business Administration, Organizational Development, or related field experience required. Master’s degree referred

Send resumes to KAREN MONSEN kmonsen@ccfflegal.com