

Job Descriptions Plus for Credit Unions Info Packet

Overview

Importance of Job Descriptions

Job descriptions are an important part of a well-organized Credit Union. They offer the basis for clear employer/employee communication and sound HR practices. But even creating one position description from scratch can take hours. Job Descriptions Plus will pay for itself with the first description you implement. This product makes a difficult task straightforward and simple.

Components of Job Descriptions Plus

Job Descriptions Plus, written by legal and HR experts, is much more than job descriptions. It's a resource, an HR expert, and a training tool that not only helps you write effective descriptions but also addresses surrounding Americans with Disabilities Act (ADA) and Fair Labor Standards (FLSA) issues. It includes:

- 197 credit union-specific, comprehensive, ready-to-use job descriptions covering most functional areas.
- Job Description Guide, job analysis worksheets, and checklists to help you write new descriptions from scratch and maintain current ones.
- ADA Tools to assist in adding appropriate mental and physical job requirements.
- Exempt/Nonexempt Materials designed to help you apply complex and confusing FLSA tests used in determining who must be paid overtime.
- FLSA Resources provide detailed information regarding exemption issues, how to protect and maintain exempt status, and addresses common FLSA questions surrounding "hours worked," breaks and timeoff, calculating overtime, paying employees, and recordkeeping.

We Understand Credit Unions

HRN Management Group has provided professional, comprehensive services and products to the Credit Union industry since 1989. We've written thousands of custom job descriptions for financial institutions around the country. We've combined our credit union experience with HR expertise to offer a complete product designed for our industry.

Sample Job Descriptions

To view sample descriptions go to www.hrnonline.com and click on the link for Job Descriptions Plus.

Available in Word

Available in Microsoft® Word, Job Descriptions Plus is easy to use and customize.



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Available Descriptions

Job Descriptions Available

Below are selected titles from various functional areas. View a complete list on our website.

Administration

President/CEO
Executive Vice President
Administrative Assistant
Receptionist

Branch

Vice President of Branches
Branch Manager
Member Service Representative/Teller III
Member Service Representative I
Teller I

Call Center

Call Center Manager (incoming calls)
Call Center Representative (incoming calls)

Financial Operations

Vice President of Finance/CFO
Accounting
Controller
Accounting Officer
Collections
Collector I
Collections Clerk
Finance
Investment Manager
Financial Analyst

Human Resources

Vice President of Human Resources
Human Resource Coordinator
Training Officer
Human Resource Assistant
Teller Training Coordinator

Information Systems

Vice President of Information Systems
Computer Operations
Network Administrator
Computer Operator I
PC Specialist

(Information Systems continued)

PC Access
System Support Specialist
Webmaster
Programming
Senior Programmer/Analyst
Programmer
Telecommunications
Telecommunications Specialist
Telecommunications Technician

Internal Auditing

Special Investigations Auditor
Compliance Officer
Branch Auditor

Lending

Business Services
Business Loan Officer
Business Services Specialist
Consumer Loans
Loan Officer I
Student Loan Coordinator
Mortgage Loans
Construction Loan Closer
Secondary Market Manager

Marketing

Marketing Specialist
Graphic Designer
Research and Development Spec.

Member Services

CD Coordinator
Research Specialist
Payroll Coordinator

Operations

Card Processing
Card Processing Specialist
Card Processing Clerk
Check Processing
Inclearing Coordinator
Deposit Return Coordinator



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Ordering & Contact Information

Operations (continued)

Facilities

Facilities Manager
Maintenance Technician

Purchasing

Purchasing Clerk
Warehouse Coordinator
Courier

Quality Control

Loan Records Specialist
Mortgage Records Specialist

Records

Imaging Systems Administrator
Scanning Specialist
Title Specialist

Security

Security Manager
Security Officer

Contact HRN

To check pricing, make an order, or have your questions answered, you can:

- Talk to us from 7:30 AM to 5:00 PM Mountain Standard Time at (800)940-7522.
- Visit us online at www.hrnonline.com
- Email us at info@hrnonline.com

About HRN Management Group

Founded in 1989, HRN develops practical and effective HR products that are time tested, content rich, and on the cutting edge of technology. These practical products and services are designed to simplify and improve human resource management and regulatory compliance. HRN's commitment to product excellence and superior customer support distinguishes us from the competition.

HRN's Other HR Solutions

See our complete line of HR solutions at www.hrnonline.com

- Performance Pro
- HR Suite
- Employee Handbook Plus
- Compease

