



JOB DESCRIPTION

JOB TITLE: Human Resources Manager

JOB CODE: 02200

DEPARTMENT: Human Resources

FLSA STATUS: Exempt

REPORTS TO: Director of Administrative Services/Comptroller

SUMMARY OF JOB PURPOSE

Plans, directs, and administers all County human resources functions, including recruitment and selection, job classification and compensation, EEO and ADA issues, risk management, training, employee relations, collective bargaining, staff development, and benefits administration.

ESSENTIAL FUNCTIONS

1. Oversees the day-to-day operational activities of the Human Resources office to include recruitment and selection, compensation, benefits, collective bargaining, labor and employee relations, contract management, EEO/AAP, training and development, risk management, and regulatory compliance.
2. Effectively manages department personnel by evaluating and analyzing department issues, recommends and implements solutions, prioritizes and assigns tasks and projects, reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties and responsibilities; participates in the interview process and training of new employees; develops staff skills; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.
3. Develops, writes, and interprets personnel policies, procedures and other administrative regulations; responds to inquiries and recommends resolution of Human Resources issues, complaints, and legal actions; identifies legal requirements and government reporting regulations and ensures compliance; represents the County at personnel-related hearings and investigations.
4. Provides advice and counsel to the County Manager and senior management on human resources management practices, emerging issues among managers and employees, and changes in employment law and regulations; oversees resolution of employee disciplinary issues and employee complaints.
5. Oversees compliance with bargaining unit contracts; works as a member of the negotiation team, with respect to employee/employer relations and other matters of collective bargaining; conducts grievance hearings and investigations and advises management in appropriate resolution of employee relations issues.
6. Oversees recruitment, testing/screening, and selection procedures for the County; provides consultative support for departments in the development of interview questions, screening forms, selection process, testing, and background investigations; ensures that the County is in compliance with Federal and State EEO/ADA laws relative to hiring and program entitlement.
7. Administers and develops benefits programs including life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence, employee assistance

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program; oversees and negotiates contracts with outside suppliers to provide these employee services.

8. Oversees classification and compensation studies and analysis; oversees position control, personnel records, job audits, and allocates positions to the proper salary range, subject to administrative review; develops and administers salary administration program to ensure compliance and equity within the County; administers performance review program to ensure effectiveness, compliance, and equity within the County
9. Oversees major components of the County's Risk Management program, including Worker's Compensation administration, EAP, FMLA, and ADA issues, return to work program, and policies and procedures.
10. Oversees various contracts concerning insurance, unemployment, flexible benefits, deferred compensation, temporary assistance, third party administration, etc.; ensures the County is receiving the best service for its contract dollars; acts as liaison for JOIN, PERS, and other benefit programs.
11. Oversees the maintenance of all personnel records, including benefit plan participation (insurance and pension plan), personnel transactions (hires, promotions, transfers, performance reviews, and terminations), and employee statistics for government reporting.
12. Oversees and/or participates in various committees, including Benefits, Safety, Classification/Job Evaluation, and various other ad-hoc committees.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Human Resources, Business Administration, Public Administration, Industrial Relations or related field, and a minimum of five (5) years of progressively responsible technical personnel experience, of which at least two (2) years includes supervisory experience; OR an equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to complex inquiries or complaints from the public, County employees, regulatory agencies, or members of the business community; write speeches and articles for publication that conform to prescribed style and format; effectively present information to top management, public groups, and/or boards of commissioners.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of theories, principles and techniques of personnel and risk management, including a thorough understanding of Federal, State, and Local laws and regulations related to personnel, safety and risk management; ability to develop departmental regulations and administrative policies; manage revenue and expenditures effectively and establish proper fiscal accountability, cost effectiveness, and customer service; prepare and review bid specifications, oversee work of consultants and outside personnel; develop performance measures and benchmark quality programs in the County.

Ability to multi-task and adjust priorities rapidly; intermediate to advanced level of computer knowledge including word processing and spreadsheet software; knowledge of adult learning principles and ability to train supervisory and management employees; knowledge of effective training evaluation programs; ability to prepare agenda items on a regular basis and speak before the Commissioners, special interest groups, and the public about quality personnel programs.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record; PHR or SPHR certification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

The noise level in the work environment is usually quiet.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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