

Human Resources Manager

Dept/Div: Administration

FLSA Status: Exempt

General Definition of Work

Performs difficult professional work overseeing all aspects of the Human Resources Department; advising the County Administrator, Board and departments on human resource matters, and related work as apparent or assigned. Work is performed under the limited supervision of the County Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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.

Essential Functions

- Administers the County Human Resource program in conformance with state and federal regulations.
- Manages the recruitment, selection and retention of employs; oversees employee exits and discipline.
- Maintains the County Personnel Policy and makes recommendations for updates to the County Board.
- Maintains the County employee classification and compensation system in compliance with state regulations.
- Assists with labor negotiations, relations and grievances.
- Administers the County employee benefit programs; oversee worker's compensation issues; supervises maintenance of personnel files.
- Verifies employment and salary information to outside agencies.
- Manages the County personnel and safety committees.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

Thorough knowledge of County and department policies, practices and procedures; thorough knowledge of employment law, state and federal rules and regulations; thorough knowledge of benefit administration and payroll requirements; comprehensive knowledge classification and compensation programs, personnel policies and labor contracts; general experience with billing and invoices; comprehensive knowledge of time sheets; thorough experience composing letters, reading payroll reports and administering performance appraisals; thorough knowledge of standard office equipment and software; thorough knowledge of human resources information system software; ability to estimate personnel costs and calculate benefit contributions.

Education and Experience

Bachelor's degree with coursework in human resources, labor relations or public administration, or related field and moderate experience in human resource administration, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires standing, walking and reaching with hands and arms and occasionally requires using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license.