



**CAMPBELL COUNTY FISCAL COURT
POSITION DESCRIPTION**

Position Title:	Human Resources Specialist II
Department:	Detention Center
Reports To:	Jailer/Human Resources
FLSA Status:	Exempt, Salary
Employment Status:	Full Time, 40 hours per week
Pay Grade:	5

SUMMARY:

Under general supervision of the Jailer and in consultation with Human Resources, the HR Specialist II is responsible for administering the daily Human Resources function on-site at the Campbell County Detention Center.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: includes, but are not limited to:

- Coordinates the recruitment and selection process (i.e., attends job fairs, places advertisements, receives incoming applications, tracks applicants, arranges interviews, prepares job offer letters, requests background checks, administers pre-employment tests as required, schedules post-job offer physicals/drug testing, responds to job applicants, etc.);
- Coordinates new employee processing (i.e., schedules and leads employee orientation meetings, prepares and processes paperwork, establishes/updates personnel files accordingly);
- Coordinates the employee exit process (i.e., prepares and processes exit paperwork, distributes exit interview materials, and/or schedules interview, updates personnel file);
- Serves as the Detention Center ADP System Administrator;
- In consultation with Human Resources, advises Detention Center management regarding personnel and legal issues; progressive discipline, FLSA, EEO, ADA, FMLA, COBRA, Risk Management, and Safety, etc.;
- Assists with annual open enrollment for insurance and other benefits and processes ongoing, routine employee benefit changes for Detention Center Staff;
- Tracks various employee data and maintains accurate and up to date personnel records;
- In consultation with Human Resources creates employee development, appraisal and training initiatives and coordinates the administration of said initiatives; develops and administers individualize performance improvement plans as needed;
- Coordinates and assists with regular and ongoing employee engagement and wellness activities;
- Interacts with and provides information to employees regarding personnel rules, upcoming events, employee benefit plans, etc.;
- Distributes forms, handouts, directives and related information to employees; verifies forms for accuracy and completeness and processes information;
- Coordinates processing of worker's compensation claims, OSHA reporting and tuition reimbursement requests;
- Develops and updates various human resource information and materials such as position descriptions, personnel policies, employee directives, etc.;

- Performs research and assists the Human Resources Department with a variety of special projects such as wellness and training initiatives; and
- Assumes duties/responsibilities of HR department coworkers and performs other duties as assigned.

QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES):

- Knowledge of recruitment, selection and hiring practices such as appropriate interview methods, required forms (such as I-9s), and post-offer drug, alcohol and background screening;
- Advanced computer skills, including proficiency in Microsoft Word, Excel, Access, and Internet Explorer;
- Demonstrable knowledge of office and human resources practices;
- Demonstrable skill in coordinating and facilitating staff training;
- Effective problem solving skills;
- Attention to detail and strong organizational skills;
- Excellent interpersonal skills and an ability to deal effectively with a variety of employees and the public;
- Excellent Written and oral communication and research skills; and
- Ability to exhibit a high level of confidentiality and sensitivity.

EDUCATION AND EXPERIENCE:

Bachelor’s Degree with course work in general business, office management, and/or human resources and four years of related human resources experience and/or equivalent combinations of education and experience. Certification by SHRM or HR Certification Institute, and/or direct HRIS/HRMS experience are preferred.

My signature below signifies that I have reviewed and understand the contents of the position description. I am aware of the requirements of the positions, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Employee Signature Date

Supervisor Signature Date