

**CAMPBELL COUNTY FISCAL COURT
POSITION DESCRIPTION**



Position Title:	Human Resources Manager
Department:	Human Resources Department
Reports To:	Human Resources Director
FLSA Status:	Exempt, salary
Employment Status:	Full Time - 80 hours bi-weekly
Pay Grade:	6

SUMMARY:

Under general supervision, the Human Resources Manager administers and coordinates routine human resource functions for the Fiscal Court including hiring, onboarding and retention, employee training and development, benefit, leave and safety programs, and ensures compliance with Fiscal Court personnel policies, federal, state and local employment laws and regulations and recommended best practices.

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

- Administers employee benefit plans for medical, life, dental, and vision insurance, flexible spending accounts and time off policies (i.e., updates benefit forms and instructions as needed, ensures new hire, qualifying event and annual enrollments are entered accurately into HRIS and benefit systems, coordinates annual enrollment processes, serves as first point of contact for employees and resolves employee benefit coverage issues with carriers);
- Coordinates and administers the recruitment and hiring process including understanding departmental functions in order to update positions descriptions, preparing job advertisements and posting positions, screening applications, preparing and conducting interviews, conducting background screening and reference checks, coordinating pre-employment exams and testing, conducting new employee orientation, entering and processing new hire paperwork including I9 compliance and assignment of appropriate leave policies;
- Coordinates exit processes (i.e., ensures completion of exit interviews, enters employee termination in appropriate systems including benefits, coordinates COBRA with third party administrator, ensures employees receive appropriate notices for portability and conversion of benefits, responds to and manages unemployment compensation claims);
- Manages employee time off policy assignments, adjusts balances as needed, advises employees and managers regarding appropriate use of time off and manages requests for Family Medical Leave and long term leave in accordance with policies;
- Ensures the maintenance of accurate and complete personnel files in a variety of secure formats; tracks employee changes and updates all records accordingly;
- Leads employee engagement and wellness initiatives, coordinates employee training and development including required CPR and Safety training, Prohibited Conduct and Harassment training and reasonable suspicion training;
- Ensures compliance with pertinent federal and state laws and policies under the Fiscal Court (i.e., compliance with FLSA, EEO, ADA, FMLA, COBRA, CDL drug and alcohol testing procedures, ACA compliance; prepares annual reports related to each as required);
- Assists county management with administration of the performance evaluation system and with development and administration of individualized performance improvement plans as needed;
- Coordinates employee accident and injury reporting, files necessary paperwork for worker's compensation claims, manages worker's compensation and light duty program cases;

- Reviews and recommends revisions to the personnel section of the administrative code as necessary; maintains personnel policies and procedures; coordinates the annual key policy review process; recommends updates to and maintains position descriptions;
- Prepares memos and recommendations, reports on county activities, and drafts human resource related motions and resolutions;
- Serves on the Safety committee and coordinates Shelter in Place and safety plans/training for Fiscal Court departments and the Administration Building;
- Assists with overall employee communications (i.e., prepares relevant and timely content for employee newsletter, ensures information on intranet, ADP portal, HR web page and bulletin boards are accurate and up to date and manages the posting of legal compliance posters; distributes information to employees through electronic and paper formats as needed;
- Coordinates the Tuition reimbursement program (i.e., reviews and approves requests, ensures funds are available, requests purchase orders, reviews transcripts and initiates reimbursement to employees according to policy); and
- Assumes duties/responsibilities of direct reports and performs other duties and special projects as assigned.

QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES):

- Ability to interact tactfully and maintain effective working relationships with department directors, managers, and county employees;
- Advanced knowledge of human resources practices, procedures, laws, and regulations applicable to HR administration;
- Knowledge of practices, techniques, and methods necessary to direct, and manage the operations of the Human Resources;
- Knowledge of human resources information systems;
- Knowledge of procedures necessary to administer the department budget;
- Knowledge of techniques necessary to assist organization leaders with the supervision and management of personnel including training, promotion, scheduling, and progressive discipline;
- Proficient computer user and knowledge of current PC applications and Human Resources Information Systems;
- Demonstrated leadership and decision making ability;
- Ability to collect, interpret, and draw valid conclusions from institutional data and to prepare reports;
- Excellent communication, interpersonal, and negotiation skills (i.e., ability to respond to sensitive inquires or complaints from employees, employee representatives, regulatory agencies, vendors, or the general public);
- Ability to read, analyze, and interpret a variety of complex and technical information, instructions, policies, procedures, professional publications, government regulations, financial reports, and legal documents;
- Ability to write reports, business correspondence, policy, and procedure manuals;
- Ability to prepare and deliver presentations.

POSITIONS SUPERVISED: Administrative Assistant (HR/Payroll).

EDUCATION AND EXPERIENCE:

Bachelor's Degree from an accredited college or university in human resources, public administration, business administration or other job-related field, plus three years' experience in county government management, personnel administration, or public administration; and/or equivalent combinations of education and experience; Professional in Human Resources (PHR) and/or SHRM Certified Professional (SHRM-CP) Certification preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Must possess a valid Driver's License.

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