

VACANT POSITION

DEPARTMENT: HUMAN RESOURCES

SUBMIT APPLICATION AND PROOF OF EDUCATION TO:

employment@spaldingcounty.com or 119 E. Solomon Street, Human Resources Office

CLOSING DATE: Position will remain open until filled

Job Title: Human Resources Director (Position Number 2202)

Salary: Salary is based on qualifications and experience

Provisions of the Personnel Ordinance for promotion/demotion/transfer

Work Schedule: 8:00 am – 5:00 pm, M-F; overtime as required

This position has been determined to be exempt under the provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: Bachelor's degree (Master's degree preferred) in Public or Human Resources Administration (or related field) required with a minimum of five years of experience in a human resources or managerial capacity (or similar); or any equivalent combination of education, specialized training, and experience which provides the requisite knowledge, skills, and abilities for this position. SHRM and/or HRCI certification is highly desired.

GENERAL STATEMENT OF JOB: Performs complex professional support for the County Manager in identifying, defining, recommending, and implementing solutions to a variety of human resources issues including: policies, procedures, payroll and other aspects of county human resources. Duties include, but are not limited to developing and administering human resources policies and procedures, conducting special projects, preparing reports and analyses, and other tasks as assigned. Responsible for the supervision of the Human Resources Department staff. Reports to the County Manager.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office equipment, machines, and tools. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds force frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of ten to twenty pounds.

ESSENTIAL JOB FUNCTIONS

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Conducts exit interviews; prepares reports for County Manager and department heads of reasons for turnover.

Attends Board of Commissioners meetings as needed to present recommendations for pay plan, policy, and benefit changes; attends and participates in County sponsored events.

Conducts investigations in departments when necessary; prepares reports on sexual harassment claims to the County Manager.

Plans, directs, and administers the County's payroll functions; serves as systems administrator for the time and attendance system.

Operates various types of equipment such as a personal computer, calculator, copier, etc.; uses Microsoft Office Suite software to prepare documents, perform complex calculations, etc.

Coordinates human resource projects as directed by the County Manager.

Develops policies and procedures for staffing issues including: recruiting, interviewing, hiring, promotion, transfer, separation, new employee orientation, etc.

Manages the Workers' Compensation program.

Develops policies and procedures for health and safety issues including: accident prevention, stress reduction, wellness programs, employee assistance program, etc. Oversees the Accident Review Committee.

Develops policies and procedures for performance evaluations, assures timeliness of evaluations.

Responsible for employee relations including counseling with supervisors and employees; provide advice and guidance to supervisors on responses to disciplinary issues, grievances and complaints; coordinate responses to EEO charges, Adverse Action appeals hearings, etc.

Oversees salary and benefit programs including: compensation administration, insurance benefits administration, unemployment compensation administration, deferred compensation administration, retirement plan administration, workers' compensation administration, etc.

Develops salary recommendations and cost estimates for annual budget. Directs the preparation of county-wide personnel services budget including salaries and benefits.

Sources training programs for skill training, managerial /supervisory development, etc. Conducts training programs as needed.

Assists in the development of short and long range human resources planning; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.

Researches governmental issues and laws affecting human resource standards, policies, and procedures, and other areas as needed within County government. Provides information or recommendations for the development and implementation of these policies and procedures.

Interfaces with local, state, and federal agencies as needed to coordinate various projects.

Prepares drafts of resolutions, ordinances, contracts, administrative policies, etc. as assigned.

Prepares and/or supervises the preparation of federal and state reports.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Regularly attends occupational meetings, seminars, and workshops so to remain up-to-date and knowledgeable regarding local, State, and Federal labor laws.

Maintains organization staff by establishing and maintaining a recruiting, testing, and interviewing program; counsels managers on candidate selection.

Conducts wage surveys within County departments to determine competitive wage rate.

Compiles information and prepares reports for annual audit.

Performs other related duties as required.

4/24/23
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