Please see the attached job description for the position of HR Manager with the Blount County Commission. Anyone interested should apply at apply@blountcountyal.gov  or call 205-625-6868 for more information.

**BLOUNT COUNTY**

**JOB DESCRIPTION**

Job Title: Human Resources Manager

Department: Commission Office

FLSA: Grade:

Job Description Prepared: August 2015

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: County Administrator

Subordinate Staff: None

Other Internal Contacts: All County Departments and Employees

External Contacts: General Public; State Engineer’s Office; Alabama Department of Revenue; Insurance Companies; Media Outlets; Vendors; Retirement Professionals; Banks; Financial Planners; County Attorney

Job Summary

Under the general oversight of the County Administrator, the employee manages the human resources functions of the County, ensuring that the County abides by federal and state employment laws, and that personnel policies and procedures are followed on a consistent basis. The employee coordinates and ensures the timely and compliant operation of payroll and benefit functions. The employee maintains confidential and secured personnel files in accordance with relevant laws. The employee also serves as the County’s Safety Coordinator.

Essential Functions

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

**ESSENTIAL FUNCTION: Compliance and Generalist Duties. Ensures compliance with DOL laws. The employee provides general HR functions to include training and development, employee relations, and job development. The employee serves as the County personnel officer.**

1. Intervenes in compliance matters; informs employees of merit board rights.
2. Assists merit board in the event of a filed grievance.
3. Documents all leave requests; ensures FMLA, FLSA, and USERRA provisions are met.
4. Interprets policies and procedures and laws related to employment.
5. Ensures that the employment law posters are visible and posted in each County facility as required.
6. Makes recommendations to the County Commission regarding updates to the policies and procedure manual; works with legal counsel.
7. Answers questions, addresses concerns, and makes recommendations related to HR matters.
8. Makes decisions that financially impact the County.
9. Furnishes the Examiners of Public Accounts with personnel files and other information as requested.
10. Responds to questions from the general public concerning employment.
11. Provides documentation to actuarial firm.
12. Receives potential claims, processes, and works through the workers’ compensation process.
13. Testifies in court proceedings and hearings on employment matters.
14. Drafts correspondence to employees, state and federal officials, and elected officials.
15. Serves as a liaison between County Commissioners and employees.
16. Maintains a high level of confidentiality and objectivity.
17. Advises department heads on handling sensitive situations in compliance with County policy and procedures and legal statutes.
18. Notarizes official documents as requested.
19. Attends training, conferences, and continuing education courses related to the field of human resources.
20. Performs other duties as required.

**ESSENTIAL FUNCTION: New Hires. Follows County policies and procedures, within federal employment laws, for the hiring of new employees.**

1. Identifies the employment needs within each department in the County.
2. Receives notices of job vacancies within a department.
3. Writes and updates job descriptions based on the current needs of the department.
4. Seeks approval from County Commission for new positions.
5. Makes provisional pay grade recommendations to County Commission.
6. Advertises all job vacancies with appropriate media outlets.
7. Receives and screens job applications and résumés.
8. Receives interview notes from Department Heads.
9. Schedules post-offer drug screening and physical examinations.
10. Conducts a general County orientation and safety training for all new hires.
11. Establishes and maintains secured, official personnel files for each County employee; maintains separate medical/drug testing file as required.
12. Updates changes to current employee files.
13. Notifies State and federal Department of Labor of new hires; performs E-Verify.

**ESSENTIAL FUNCTION: Payroll/Benefits. Performs the operations of all payroll and benefit functions in a timely, accurate, and compliant manner.**

1. Enrolls employee into County benefits program; obtains appropriate documentation for enrollment; answers benefits questions.
2. Enrolls new hires into direct deposit for payroll purposes.
3. Processes payroll by way of check and direct deposit.
4. Reconciles payroll account and bills related to employment costs.
5. Pays taxes, prepares tax forms, and executes payroll deductions.
6. Processes payments for health insurance, life insurance, retirement, unemployment, and workers’ compensation.
7. Generates and mails employee W2 forms.
8. Pays out any benefits owed upon employee termination.
9. Assists retirees with paperwork, benefits changes, etc.
10. Coordinates with vendors to provide employees with information related to insurance, wellness, and deferred compensation.

**ESSENTIAL FUNCTION: Safety Coordinator. Serves as a central resource for safety coordination and functions.**

1. Designs County safety policies to remain in compliance with laws and guidelines.
2. Measures at risk areas and develops improvements to safety procedures.
3. Conducts quarterly safety meetings.
4. Obtains any applicable insurance discounts offered to the County in relevant areas; identifies cost effective measures and streamlines procedures.
5. Consults with industry professionals and with department managers regarding safety needs and issues.
6. Resolves questions regarding safety compliance.

Knowledge, Skills and Abilities

(\* Can be acquired on the job)

1. \*Knowledge of County rules, regulations, policies and procedures.
2. \*Knowledge of County road and bridge systems.
3. Knowledge of safety rules including accident causation and prevention.
4. Extensive knowledge of human resources and payroll practices.
5. Knowledge of federal laws such as ADA, FMLA, FLSA and other employment-related laws.
6. Knowledge of employment law and its application.
7. Reading skills to comprehend operator manuals, directives, procedures and instructions.
8. Verbal skills to communicate effectively with supervisor and co-workers.
9. Writing skills to clearly and neatly complete routine forms and records.
10. Math skills to perform calculations (add, subtract, multiply, divide) such as wages, deductions, and payments.
11. Skills in general business office procedures and operations.
12. Skills to communicate effectively with the public, co-workers, and supervisors.
13. Skills in use of computers and software.
14. Ability to explain information to others verbally in a logical, sequential manner.
15. Ability to maintain confidential information.
16. Ability to maintain composure when interacting with irate individuals.
17. Ability to use office equipment such as copiers, fax machines, calculator and multi-line phone; ability to use a typewriter.
18. Ability to organize, process work, and meet deadlines.
19. Ability to organize and maintain files and documents.
20. Ability to interpret and implement federal rules and regulations, as well as state acts and policies.
21. Ability to drive.

Minimum Qualifications

1. A bachelor’s degree in human resources or a related field from an accredited college or university is preferred.
2. Five years’ professional work experience in the human resources or related field. Work within the public sector is preferred; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.
3. Possess a current and valid driver’s license.
4. Possess HR certification or ability to earn certification within a designated period of time is required.
5. Ability to gain and maintain Notary Public designation.
6. Ability to work non-standard hours.
7. Ability to travel to County offices and continuing education courses.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.