

Position: <b>Human Resource (HR) Manager</b>	FLSA: <b>Non-Exempt</b>
Department: <b>General Administration</b>	Salary Grade: <b>Grade 27 (non-county resident), Grade 28 (county resident)</b>
Classification: <b>Non-Represented</b>	Status: <b>Full Time</b>

### Summary

The Human Resource (“HR”) Manager serves as the first point of contact for all Human Resources operations. This position is responsible for reliably handling and safeguarding sensitive Human Resource and collective bargaining information and provide technical assistance to applicants and employees, initiates and prepares personnel paperwork. Provides support for other operational affairs as needed in the County Commissioners office.

### Distinguishing Characteristics

This position works under the County Administrative Officer and receives directions from County Counsel. The HR Manager supports and assists in the processing, routing, and tracking of personnel and benefit information, including the maintenance of benefit and human resource (personnel) files and the preparation of fiscal reports, collective bargaining financial analysis, and preparing salary comparability analysis. Exercises a high level of independence combined with professional judgment related to established policy, procedures and guidelines.

### Essential Duties and Responsibilities

- Greets public and other staff in a courteous and professional manner in person, telephone, email, or via public social media.
- Develops, tracks and manages job descriptions, announcements and advertising efforts amongst department recruitment efforts. Serves on task forces, committees and interview panels as needed.
- Maintains and updates Human Resources webpage.
- Researches and prepares analysis on legislation, regulations and law changes that impact HR practices and County policies/procedures.
- Provides assistance to departments with progressive discipline, due process and/or layoff procedures as assigned.
- Prepares and maintains forms, letters, records, logs and files regarding human resources records management and notices required by law.
- Conducts new employee orientation, and assists with retirements, retention and terminations.
- Assists supervisors on employee rights, benefits, personnel policy administration, collective bargaining agreements, problem solving, conflict resolution and recruitment matters.
- Conducts investigations, inquiries, and assessments of employment related issues as needed. Prepares investigative reports; and makes effective recommendations for action.
- Manages the administration of employee benefit programs, including health, dental, optical, Deferred Compensation, Cafeteria Plans (H.S.A. & VEBA), sick leave, vacation leave, comp time, FMLA/OFLA leave, ADA, workers’ compensation and other similar employee benefits.
- Reviews, tracks and maintains records in regards to state, federal or public records requests in regards to employment data or verification.
- Acts as Chair of the County Safety and Wellness Committee (or may designate a qualified representative).

- Tracks and maintains workers' compensation claims and maintains records to compile annual workers' compensation audit report.
- Reviews, tracks and maintains volunteer records and ensures hours are tracked and is in adherence with County volunteer policies. Acts as designated "Human Resource Officer" per the County personnel manual.
- Maintains personnel files and records. Manages document retention and destruction of personnel files in compliance with applicable laws. Compiles reports required by the Equal Employment Opportunity Commission or similar agencies.
- Sets up employees in group health insurance and other appropriate benefit programs.
- Confirms benefit and insurance billings each month are consistent with Payroll records for any changes made with employees. Provides information regarding Affordable Care Act ("ACA") data to third-party vendors and/or completes necessary ACA reporting requirements.
- Submits employee benefits and changes in pay to Finance for payroll processing.
- Monitors required periodic employee evaluations to ensure Department Directors/Elected Officials or supervising staff follow through on evaluations.
- Researches and develops periodic personnel training programs for Department Directors/Elected Officials.
- Assists County Counsel and County Administrative Officers in evaluating changes to collective bargaining agreements and grievances as part of the County's negotiation team.
- Recommends applicable changes to collective bargaining contracts, personnel policy rules and regulations; and, implements changes by notifying appropriate departments and offices.
- Responsible for the development of countywide policies and procedures as they relate to personnel; assesses the priority and impact of proposed policies and procedures, and interprets and communicates these policies to elected officials, department heads, employees, and the community.
- May act as Public Information Officer.
- Acts as the ADA Coordinator to facilitate the receipt of complaints.
- Attends meetings, trainings and conferences pertaining to assigned duties.
- Performs other duties as assigned that support the overall objective of the position and department.
- Regular attendance is an essential function of the position.

## **Qualifications**

### **Knowledge and Skills**

Knowledge of principles and practices of human resources including recruitment, selection, classification, compensation; federal, state and local laws and ordinances including but not limited to Family Medical Leave Act, Equal Employment Law, ADA, Workers Compensation, and other employment law and guidelines; investigative and fact-finding practices; and principles and techniques of supervision.; knowledge of state and federal employment laws, regulations and procedures. Advanced personal computer skills in spreadsheets, databases and automated human resource systems, as well as a basic understanding of computer operations.

### **Abilities**

The ability to maintain cooperative working relationships with the public, job applicants, union officials and professionals in a variety of agencies, boards and staff. Ability to communicate clearly accurately and concisely both orally and in writing. Ability to meet the public and discuss problems and complaints tactfully and effectively. Ability to analyze reports, policy and procedures, and business correspondence with close attention to accuracy and detail. The ability to use resources effectively and efficiently. Requires the ability to maintain appropriate confidentiality. Requires the ability to exercise tact and diplomacy in dealing with sensitive, complex, and confidential personnel issues. Able

to remain calm and use good judgment during confrontational or high pressure situations. Must pass a criminal history background investigation; however, conviction of a crime may not necessarily disqualify an individual for this position.

**Physical Abilities**

The ability to sit at a computer screen using rapid arm, hand and finger movement for extended periods of time. The ability to stand, stoop, bend, kneel or crawl when required. The ability to lift, push or pull up to 30 lbs occasionally. Ability to engage in conversations over the phone and in-person.

**Education and Experience**

Requires the equivalent education to completion of a Bachelor’s degree with major course work in human resources, business, public administration, organizational development or directly related field and four years of relevant experience in human resource management, or any equivalent combination of experience and training. Prior work experience may be substituted for degree. Two years’ experience preferred in public sector human resources.

**Licenses and Certificates**

Ability to acquire and maintain a valid Oregon Driver’s License with an acceptable driving record. Preference for candidates certified as a Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR).

**Working Conditions**

Work is performed indoors where some safety considerations exist from physical labor and handling of light-to-medium weight, yet, awkward materials. Required to maintain Jefferson County residency as a condition of salary grade 28.

**Probationary Requirement**

This position is based on the successful completion of a twelve-month probationary period.

**Modified on:      September 22, 2021**

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**Employee Signature**

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**Date Signed**

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**Supervisor Signature**

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**Date Signed**