

ADAMS COUNTY

SUMMARY JOB DESCRIPTION

Position: Human Resource Manager
Department: Human Resources
Annual Hours Worked: 2080

Position Number: 1900
Salary: Management (M2)

1.0 MAJOR FUNCTION AND PURPOSE

The single position allocated to this classification is responsible for the development, implementation, coordination and administration of the Adams County Human Resource programs, policies and services including, but not limited to recruitment, selection, compensation, classification, benefits and compliance with governmental HR rules, regulations and reporting requirements.

2.0 SUPERVISION RECEIVED

Persons in this position have considerable discretion, within the scope of County policy and governmental rules and regulations, in the routine performance of his/her duties. Supervision, guidance and specific tasks shall be provided by the Adams County Board of Commissioners and serve at the pleasure of the Board.

3.0 SUPERVISION EXERCISED

3.1 Persons in this position may supervise others assigned to the department.

4.0 ESSENTIAL DUTIES AND RESPONSIBILITIES

The Human Resources Manager originates and/or applies employment practices and objectives that provide a work environment and culture that emphasizes quality, productivity, standards, goal attainment and the recruitment and ongoing development of an effective workforce.

Responsible for or assists other County departments in the recruitment, selection, orientation and termination of staff members; protects the interests of employees and the County in accordance with Human Resources policies and government laws and regulations. Identifies and monitors the County organizational culture so that it supports the attainment of County goals and promotes employee satisfaction. Conducts pre-screening, background investigations and credential verifications of potential employees and the selection, orientation and training of new employees. Conducts exit interviews with those leaving County employment.

Assists with the establishment of a comprehensive compensation structure and oversees the variable pay systems of the County, including performance evaluation and pay advancements. Conducts competitive market research and monitors best practices in compensation and benefits to establish and maintain practices that support the recruitment and retention of staff members.

Assists the Board of County Commissioners in the review, development, and implementation of cost effective employee benefits; monitors state and national benefit environment for options and cost savings; recommends changes in benefit programs offered, especially new or modified benefits aimed at employee satisfaction and retention. Leads or assists in the development of benefit orientations and other benefit training(s) for employees and their families.

Responsible for County compliance with all existing governmental legal and reporting requirements, for example: Equal Employment Opportunity, the Americans with Disabilities Act, the Family and Medical Leave Act, the Department of Labor and the Occupational Safety and

Health Administration and so forth. Assists the Board of County Commissioners, other Elected Officials and Department Heads in minimizing the County's exposure to complaints or lawsuits.

Responsible for the development and submission of the Human Resource Department's annual budget and assisting the Elected Officials and Department Heads with the preparation of those portions of their budgets directly related to the retention and addition of staff members to include health and other insurance options.

Completes those special projects assigned, including the preparation of requested reports and other written materials related to the HR function and the County's Labor Relations programs.

Performs other duties as assigned.

5.0 MINIMUM QUALIFICATIONS

Education and Experience

A Bachelor of Arts Degree or its equivalent in Business Administration, Organizational Development, Human Resources or a related discipline, and two (2) years of work experience in a similar position. The educational requirement may be substituted with a combination of PHR certification and additional years of progressive work experience in Human Resources.

Valid Washington State Drivers license

6.0 REQUIRED KNOWLEDGE AND ABILITIES

Ability to effectively apply local, state and federal rules and regulations, policies and procedures as they pertain to execution of the Human Resource function, and ability to carry out daily activities in an effective and efficient manner.

Ability to establish and maintain cooperative and effective working relationships with the Board of County Commissioners, other Adams County Elected Officials, Department Heads, co-workers and the general public. Work requires the incumbent to successfully and effectively communicate both orally and in writing.

Ability to maintain a high level of confidentiality and to complete reports with accuracy and timeliness while simultaneously completing other tasks.

Knowledge of and the ability to implement HR best practices, including those that apply to recruitment, selection, performance appraisal, compensation, benefits, discipline and compliance requirements of governmental entities.

Knowledge of office practices, procedures, and equipment, including the application of HR related software such Microsoft Word, Outlook and Excel.

Knowledge of relevant rules, laws, and regulations affecting the effective administration of the Human Resource function and the processes necessary to centralize and administer a Human Resource Department.

Knowledge of, or the ability to acquire in a reasonable period of time, a general working knowledge of governmental actions, financial programs and accounting procedures.

7.0 DESIRABLE QUALIFICATIONS AND ABILITIES

Ability to implement and maintain sound organizational practices, self motivated, and able to work independently while successfully meeting required deadlines.

Speak and understand Spanish.

8.0 WORK ENVIRONMENT

Work is performed in a variety of environments both in and out of the office and may require considerable travel to and from meetings. Incumbent must, with or without accommodation, occasionally lift or move up to twenty five (25) pounds, operate office equipment, and frequently stoop, bend, stand, sit and climb. Vision must be, with or without glasses, sufficient to read small print.

This job description is not all inclusive and does not constitute an employment agreement between the employer and employee; and, is subject to change as the needs of the employer and the requirements of the position change.