



## JOB DESCRIPTION

<b>Job Title:</b>	HUMAN RESOURCES MANAGER
<b>Reports To:</b>	Executive Director
<b>Date Revised/approved:</b>	Approved by Board of Directors 9/14/2022
<b>Pay scale/hiring range:</b>	\$70,000 - \$90,000

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### EMPLOYMENT

The Human Resources Manager shall be a full time, salaried employee of Central County, employed by and reporting to the Executive Director in concurrence with the Board of Directors.

### JOB DESCRIPTION SUMMARY

This position leads and maintains the organization's Human Resources programs, policies, legal, and compliance-related responsibilities. The Human Resources Manager serves as an integral role of the organization by providing counsel to leadership, serving on the Labor-Management Committee, and in offering advisement in addressing various personnel matters with the utmost level of confidentiality and professionalism.

### JOB FUNCTIONS

**Must be able to perform the following essential job functions with or without reasonable accommodation:**

Additional responsibilities include but are not limited to employee relations, compensation, benefits, safety, performance evaluations, professional development, hiring and retention, and supporting the organization's strategic goals including planning and implementation of programs and policies as assigned or through collaborative team effort.

The above includes a high level of competency in each of the following functions:

*Employee Benefits* – Must have a working knowledge of the organization's life, health, vision, dental, FSA, workers compensation, short and long-term disability and retirement programs. The Human Resources Manager should audit benefit plans to seek improvement in what is offered, respond to employee feedback and ensure the efficient administration of such plans.



*Bi-Weekly Payroll Processing* – Assist Administrative Manager with reporting functions for the bi-weekly payroll processing. These functions include the review of the bi-weekly payroll log and a review of payroll data entry worksheets for completeness, accuracy, and exception requirements. Verify working periods, benefit time used, holiday pay and reported overtime. Calculate longevity, sick pay out, vacation, and personal days annually. Update pay rates as applicable. Update sick leave, emergency leave and vacation schedules as applicable and update reports. Review payroll data reports and prepare payroll summary information for monthly accounting.

*Annual Payroll Processing* – Assist with establishing yearly payroll schedule. Assemble historical data, service length data and wage information and compute based memorandum of understanding base salary, longevity pay and rate increase data for following year. Calculate annual payroll projection worksheet including base pay, longevity pay, overtime, sick payout, and holiday allowance amounts for annual budget.

*Annual Budget Preparation* – On an annual basis, will assist the Executive Director, Administrative Manager, and the budget committee with preparation of the annual budget. Obtain projected annual payroll expense projection report and various employee benefit value for inclusion in budget preparation.

*Legal* – Shall attend the open and closed Board meetings as an active participant in providing counsel to the Executive Director and the Board of Directors regarding various personnel matters or labor-relations. Prepare the agenda and minutes of open meeting minutes and forward to the Administrative Manager and Executive Director for review. Upon approval and return obtain signatures from the Board of Directors and file appropriately.

*Miscellaneous Duties* – Performs typing/word processing duties as required including but not limited to policies, meeting minutes, and general correspondence. Processes transactions involving multiple steps such as document review, computation or verification of data, fees or payments, completion of forms, documents or records, research to resolve questions and problems encountered within scope of authority. Perform related duties as assigned.

**NECESSARY KNOWLEDGE, SKILLS, AND ABILITY:**

*Knowledge:*

1. General office/business practices.
2. Operation of standard office equipment, including PC or computer terminal, and Software applications: Windows, Microsoft Office, Excel, Word, PowerPoint, Outlook, Financial software, Internet Explorer; calculator, photocopier, fax machine
3. Business English and grammar sufficient to write and edit business materials

*Skills:*

1. Uses judgment and initiative in selecting the most effective work methods/tools.



2. Determine a proper course of action or how best to produce a desired outcome/result. Answers to problems may not always be readily available or apparent, requiring searching out precedent or historical practice.

*Ability:*

1. Understand and apply oral and written instructions to produce a desired result.
2. Identify and articulate non-compliance with standards and procedures.
3. Communicate effectively (both orally and in writing).
4. Demonstrate keyboarding proficiency as required by specific job duties.
5. Demonstrate acceptable proficiency in the use of specific software applications as required by specific job duties.
6. Keep abreast of changes in policies, programs, procedures, standards and regulations applicable.
7. Establish and maintain effective working relationships as required by specific job duties.

#### **REQUIRED QUALIFICATIONS**

- 3 years of Human Resources experience.
- Accredited HR certification from SHRM or HRCI; PHR, SPHR, or SHRM-CP or willing to obtain within 18 months from date-of-hire.
- A firm understanding of the legal and confidential aspects of HR
- 2-year degree from an accredited university
- A general understanding of emergency response services
- Must successfully pass pre-employment background/reference check, and drug screen.

#### **MINIMUM QUALIFICATIONS**

- Must be a U.S. Citizen;
- Must be at least 18 years of age;
- Must possess a valid driver's license;
- Must possess a proficient level in reading, writing or analytical skills;
- Has the ability to self-express both verbally and in writing;
- Possesses a basic working knowledge of computer systems;

#### **PREFERRED QUALIFICATIONS**

- Prior experience in working with a unionized staff;
- Four-year degree in Human Resources or a related field;
- HR generalist experience;



***DISCLAIMER:***

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the job requirements change.