

ROGERS COUNTY HUMAN RESOURCES MANAGER

POSITION SUMMARY: (Individual or Firm) Plans, directs, supervises and evaluates the day-to-day activities of professional and support staff members involved in any variety of Human Resources specialty areas, which may include:

- Recruitment and Selection, Classification and Compensation, Benefits, Equal Employment Opportunity (EEO)/Affirmative Action, Employee Relations, Americans with Disabilities Act (ADA) accommodations, and
- Other personnel related issues for designated departments; performs other work as required or assigned.

AUTONOMY LEVEL: This is a departmental management position, which works under policy direction of the Board of County Commissioners of Rogers County ("BOCC"). Critical decisions made by the Human Resources Manager include assistance when directed in staff selection and development, interpretation and explanation of the Employee Personnel Policy Handbook of Rogers County and state/federal laws to Rogers County elected officials and County department heads. The Human Resources Manager may write or direct sensitive management reports or projects that affect the County as a whole.

DUTIES/RESPONSIBILITIES: (Assignments may vary depending on the needs of the BOCC and will be communicated to the Human Resources Manager by the Board of County Commissioners of Rogers County. The duties listed below are examples of the work typically performed by the Human Resources Manager.)

Recruiting & Selection Process

- Advertisement
- Receives applications and resumes
- Job postings
- Participates in screening interviews when requested
- Completes record checks
- Makes recommendations of possible candidates for hiring

New Employee Initial Orientation

- New employee paperwork (payroll, I-9, Info Sheet, etc.)
- Initiates payroll process
- Explains and assists new employee with County benefits and enrollment process
- Provides, explains and answers question on Rogers County Personnel Policy Handbook

- Provides, explains and answers questions on any safety compliance handouts of County

Payroll

- Communicates to County Payroll Clerk all new employee information including benefits and salary, terminations, etc.
- Maintains payroll registers and employment/withholding reports

Personnel Files

- Maintains permanent Personnel Files for all current and terminated employees

Benefits Administration

- Administer all employee benefit programs (health, dental, life, retirement, etc.)
- Enrollments, terms, changes, etc.
- Monthly billings
- COBRA
- Coordinates Open Enrollment Period for all County employees for insurance, retirement, etc.
- Conducts formal/informal benefits communications to County employees
- Handles all paperwork for payroll deductions
- FMLA
- Exit interviews

Employee Handbooks

- Propose and administer Rogers County personnel policies and procedures
- Ensures policy compliance with applicable statutes, rules and regulations at state, federal and local level
- Periodically re-evaluates Rogers County personnel policies and procedures with recommendations as County needs, laws, and relevant court cases evolve

Government Compliance/Reporting

- Acts as County EEO Officer
- Maintains records and reports to conform with EEO regulations
- Prepares response to DOL claims for review of by the BOCC
- Maintains awareness with governmental changes and requirements that affect the County and/or County employees
- Responsible for compliance with federal and state regulations regarding employment issues

Performance Review

- Review and update employee evaluation process and forms as needed
- Advise County officials on issues of employee evaluation process
- Assists elected officials in employee relations – assists in resolution of work related conflicts through advice and recommendations
- Acts as witness in employee disciplinary counseling
- Acts as witness in employee terminations

Unemployment

- Prepares responses for unemployment claims for review of County elected officials

Other Duties

- Investigates work related issues such as working conditions, disciplinary actions and reports to the BOCC
- Investigates sexual harassment claims in the workplace and reports to the BOCC
- Prepares Workers Compensation claim paperwork

KNOWLEDGE SKILLS & ABILITIES: (The knowledge, skills, and abilities listed above may be acquired through different types of education, training, and experience)

Knowledge of:

- Principles and practices of staff supervision, training, evaluation and professional development
- Principles and practices of personnel administration and governmental organization
- Applicable Federal, State, County and related laws, rules, regulations, policies and procedures for area of assignment
- Human Resources theories and methodologies applicable to area of specialty;
- Computer hardware and automated systems
- Effective communication, both orally and written

Skill in:

- Advanced analytical skills
- Operating automated systems and general office equipment
- Interacting with various groups of diverse individuals
- Supervising, verifying and validating work of others
- Resolving procedural and operational problems
- Making recommendations to upper management

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- Must have the ability to read, analyze and interpret data and write reports
- Strong verbal and written communication skills
- Must have the ability to effectively present information and respond to questions from a variety of applicants and County employees with different functional backgrounds
- Must have good organizational skills with the ability to prioritize varying duties

Ability to:

- Establish and maintain effective working relationships with employees, other agencies, and the public
- Follow instructions, both verbal and written
- Communicate effectively verbally and in writing
- Research and verify information
- Develop recommendations for problem resolution or for process improvement
- Supervise, train and evaluate staff as directed

MINIMUM QUALIFICATIONS:

Education, Experience and Training: (The knowledge, skills, and abilities listed above may be acquired through different types of education, training, and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below.)

Education: Bachelor's Degree in Human Resources, Public or Business Administration or closely related field.

Experience: Seven (7) years of exempt experience in Human Resources or closely related field. Public sector personnel experience, a Master's Degree in Human Resources or Public Administration, and certification as a Professional in Human Resources (PHR) from the Human Resources Certification Institute (Society for Human Resources Management [SHRM]) are highly desirable. Additional relevant experience may be substituted for the aforementioned education.

OTHER REQUIREMENTS:

Physical demands and work environment:

While performing the duties of this position, the Human Resources Manager is regularly required to work in an office setting while working for long periods at a computer. Routine sitting, standing, walking, lifting, carrying, pushing, and pulling is required.

Regular attendance is essential. Human Resources Manager must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Human Resources Manager must have the ability to work well with others. Human Resources Manager must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to

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work hours and schedules are considered on an individual basis. Rogers County will conduct background checks that will include a criminal background check and may include credit reports, motor vehicle records, employment records or educational attainment.

DECISION MAKING:

This position relies on knowledge and judgment to plan and accomplish goals. This position will work independently within the confines of County policy and state and federal laws.

EEO Category: Professional

FLSA STATUS: Exempt

The job description does not constitute an employment agreement and is subject to change at any time by the BOCC

