

FAIRFIELD COUNTY
Job Description

JOB TITLE: HUMAN RESOURCES MANAGER

GENERAL STATEMENT

Under limited supervision, is responsible for the planning and directing County human resources and safety programs, to include payroll distribution system, human resources policies and procedures, employee benefits and insurance programs, retirement programs, worker's compensation programs, employee classification and compensation programs, recruitment and selection programs, employee relations programs, staff development programs and safety training programs. Ensures compliance with all applicable state and federal laws and regulations. Reports to the Deputy County Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Is responsible for the overall management of human resources functions for Fairfield County, to include the payroll distribution system, human resources policies and procedures, employee benefits and insurance programs, retirement programs, worker's compensation programs, employee classification and compensation programs, employee relations programs, staff development programs and safety training programs.

Directs and oversees the work of assigned professional and clerical employees. Performs such supervisory duties as instruction; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; acting on employee problems; recommending the selection of new employees and recommending transfers, promotions, disciplinary actions, discharges and salary increases.

Interprets and implements the County's policies and procedures manual; makes recommendations regarding policy changes; advises Personnel Committee and County Administrator regarding employment issues.

Ensures compliance with all local, state, and federal laws and regulations including the Fair Labor Standards Act, OSHA regulations, EEOC regulations, and Affirmative Action.

Oversees and participates in payroll administrations; collects and enters employee payroll information.

Administers the workers' compensation program, benefits and insurance programs and the retirement program; reviews, processes and files related documentation and forms; conducts annual benefits meetings.

Prepares job vacancy advertisements for newspapers and in-house advertisement postings; plans and participates in applicant interviews; prepares and finalizes hiring notifications.

Responds to employment inquiries from individuals and organizations.

Maintains confidential human resource records on present and former employees.

Conducts safety-related research and analysis; investigates County accidents; determines causes of accidents; inspects County facilities; identifies hazards to the health and safety of County personnel and the general public; recommends corrective or preventative measures; alerts department heads and employees of hazards related to working with toxic fumes, chemicals, or other substances.

HUMAN RESOURCES MANAGER

Prepares materials and evidence for use in hearing, law suits and insurance investigations.

Develops safety policies and procedures; assists department heads in developing procedures for the use of equipment and facilities; assists department heads in designing/procuring equipment and facilities that minimize hazards.

Develops and coordinates training programs and training materials to promote safe working practices and safety awareness.

Represents the County on various committees and at various meetings related to human resources and safety issues.

Prepares and submits a variety of reports, forms and correspondence such as EEOC reports, payroll sheets, OSHA reports, accident reports, salary and benefits surveys, payroll changes, and policies and procedures manual.

Operates and/or utilizes a variety of types of office equipment including computer, typewriter, calculator, copier, fax machine, and general clerical supplies.

Interacts with a variety of groups and individuals including the County Administrator, state agencies, county elected officials, department heads, County employees, service providers, regulatory agencies, and the general public to coordinate work activities, resolve problems, and exchange information.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in business administration or related field and three years of human resource administration experience, or any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate certain automated office machines. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves sedentary work which requires sitting most of the time, but may involve walking or standing for brief periods of time. May be required to lift and/or carry weights of up to twenty pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments or instructions to volunteers. Includes the receiving

HUMAN RESOURCES MANAGER

of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare numerous human resource forms, records, and reports, etc. using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with subordinates, other County employees, insurance consultants, pharmacists, physicians, nurses, state/local authorities, news media, local/state organizations, attorneys, and the general public, etc. with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Must be able to deal with several abstract and concrete variables. Requires the ability to apply principles of rational systems such as human resource, legal systems, medical systems relative to health insurance and Workers' Compensation, etc., in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages and utilize decimals; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of human resource functions such as employee relations, benefit coordination, and insurance. Has extensive knowledge of the principles, practices, policies and procedures of the County as they relate to human resource functions. Has the ability to manage all operations relative to human resource. Is able to ensure compliance with all local, state, and federal laws and regulations as well as County policies and procedures. Is able to interact and communicate effectively with a variety of individuals and groups. Has considerable knowledge of benefits that the County provides/offers to human resource. Is able to communicate effectively both orally and in writing. Has the knowledge and ability to train others effectively as appropriate. Has the ability to complete required mathematical calculations accurately

HUMAN RESOURCES MANAGER

and quickly. Is able to compile, analyze and present a variety of information and data clearly and concisely. Has comprehensive knowledge of the terminology used within the department. Is able to use independent judgment and discretion to perform tasks in routine and non-routine situations. Has excellent organizational, management, and human relations skills. Has the ability to judge personalities accurately and make sound decisions relative to hiring human resource as well as handling human resource problems. Has the ability to work under stressful conditions caused by heavy workloads, deadlines, and compliance with stringent laws and mandates.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends

HUMAN RESOURCES MANAGER

meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the County regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the County. Within the constraints of County policy, formulates the appropriate strategy and tactics for achieving departmental and County objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and the County.

Organizing: Organizes own work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and division matters affecting them and/or of concern to them.

Staffing: Works with the Administrator to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and County. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feed-back to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of County goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of department and County. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

HUMAN RESOURCES MANAGER

Policy Implementation: Has a clear and comprehensive understanding of County policies regarding the department and County function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the County and continually reviews department policies in order to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.