

HUMAN RESOURCES MANAGER

JOB TITLE: Human Resources Manager

GRADE: 20

JOB CODE: 1107

DATE: 3/20/95

GENERAL FUNCTION: Under the direction of the Director of a local health department is responsible for overseeing the personnel management and administration functions relating to personnel administration and conducting programs concerning employee recruitment, selection, training and development, retention, benefits, labor relations, and occupational safety. The manager must demonstrate management skills.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Conducts a recruitment program to ensure that the agency maintains an adequate register or pool of qualified applicants for positions of the agency. Works with applicants in completing the application process, answers questions from applicants. May interview applicants and participate in the selection process.

Conducts new employee orientation to foster positive attitude toward agency goals.

Conducts wage surveys within the geographic service area to determine wage structure/rates, and recommend adjustments to minimum wage rates of the agency.

Maintain agency employee performance evaluation program based on appropriate regulations. Train staff in the process of employee performance evaluation. May answer questions from employees regarding performance evaluation.

May administer an agency training program by conducting a needs assessment of employees, assist managers in developing or arranging for training programs.

Maintain records regarding employee participation in training programs for CEU credits applicable for certification or licensure requirements.

Oversee employee benefit program for the agency consisting of health insurance, life insurance, retirement, workers compensation, earning of vacation and sick time, and other employee benefits.

Investigate accidents and prepare reports for insurance carrier and agency.

Maintain current knowledge of applicable state and federal legislation regarding; merit system regulations, Equal Employment Opportunity, Americans with Disability Act, Family and Medical Leave Act, wage and hour laws, and Occupational and Safety Health Act.

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Ensure that the agency complies with the requirements of the various legislative/regulatory mandates. Develops or arranges for training program for employees regarding the various state federal requirements. Serve as the resource person to management and employees regarding issues related to the federal state legislation.

Administer an agency grievance process. Confer with supervisory staff and employees regarding grievance procedure. May participate in the grievance procedure on behalf of the director.

Conducts studies regarding staffing levels, manpower needs of the agency, absenteeism, job analysis, and makes recommendations to the director or appropriate program manager(s).

Attends meetings at the local, regional, or state level and serve as a representative of the agency.

Organizes and conducts staff meeting(s), training sessions and seminars to update staff of changes that may alter functions, procedures and general activities in order for the staff to adequately perform job duties. Develops employee handbook.

Evaluates work loads, assesses and implements changes as necessary in order for the department to operate efficiently and in a cost effective manner. Confers and advises directors, coordinators and supervisory staff in organizational structure, staffing of personnel and necessary equipment to maintain daily operation.

SUPERVISION RECEIVED: General direction, working from broad goals and policies only; incumbent participates heavily in setting work objectives.

SUPERVISION EXERCISED: May supervise subordinate personnel.

JOB SPECIFICATIONS:

Knowledge and Abilities: Knowledge of the overall operation of the department how it influences and relates to the general public. Ability to implement and apply policies, standards, guidelines, regulation and set department goals. Ability to communicate with staff and the general public. Ability to create and foster new ideas. Ability to recognize potential problems and resolve quickly.

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Minimum Education, Training, and Experience Requirements: Bachelors Degree from a college or university and three (3) years of experience in a management capacity where personnel skills and managing people are demonstrated.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.