

The Henry County Commissioners has a full-time position opening for Human Resources Manager. This position is a 35-hour, per week, Monday through Friday; offers benefits after successful completion of probationary period; is an exempt position; offers 14 paid holidays and two flex days; two-week vacation after first year of employment; and Public Employee Retirement Fund (PERF) with employer contributions. Benefits to include medical, dental, vision and life, as well as other elective benefits offered.

Incumbent serves as Human Resources Manager for the Henry County Commissioners' Office, responsible for implementing and coordinating personnel policies and procedures, ensuring compliance with local, state, and federal employment laws/regulations, administering human resource functions, and assisting elected officials/department heads. A job description is included for view of duties, requirements and education.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. County of Henry provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Applicant is to submit a resume that includes three professional references, along with a cover letter. Please submit via email to bplummer@henrycounty.in.gov on or prior to December 7, 2022, by 12:00 p.m.

Henry County Government Offices is an Equal Employment Opportunity Employer

**POSITION DESCRIPTION
COUNTY OF HENRY, INDIANA**

POSITION: Human Resources Manager
DEPARTMENT: Commissioners' Office
WORK SCHEDULE: M-F, 35 hours
JOB CATEGORY: SO (Special Occupation)

DATE WRITTEN: December 2015 **STATUS:** Full-time **DATE REVISED:** February 2021
FLSA STATUS: Exempt

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Incumbent serves as Human Resources Manager for the Henry County Commissioners' Office, responsible for implementing and coordinating personnel policies and procedures, ensuring compliance with local, state, and federal employment laws/regulations, administering human resource functions, and assisting elected officials/department head.

DUTIES:

Assists elected officials/department heads in maintaining organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes.

Prepares employees for assignments by establishing and conducting orientation and training programs.

Administers County's personnel classification system, including, but not limited to, assisting elected officials/department heads with staff management and employee job descriptions and evaluations, distributing job questionnaires and job descriptions for revisions, explaining reclassification procedures, and periodically conducting audits of position functions. Conducts periodic pay surveys; prepares pay budgets; monitors and schedules individual pay actions; and recommends and implements pay structure revisions.

Ensures planning, monitoring, and appraisal of employee work results by assisting elected officials/department heads in training managers to coach and discipline employees; scheduling

management conferences with employees; hearing and resolving employee complaints; and counseling employees and supervisors.

Assists elected officials and department heads to maintain employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.

Ensures legal compliance by monitoring and implementing applicable human resource federal and state laws and requirements, such as Equal Employment Opportunity (EEO); Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA); Fair Labor Standards Act (FLSA), and Affordable Care Act requirements. Conducts investigations; maintains records, and represents the County at hearings.

Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures. Responds to complaints and questions related to Human Resources policies, procedures, and activities, including providing information, researching problems and initiating problem resolution.

Assists elected officials and department heads in maintaining historical human resource records by designing a filing and retrieval system; and maintaining past and current records.

Communicates with worker's compensation carrier and County worker's compensation medical provider, coordinating services between providers, and scheduling appointments and serving as mediator between the manager and worker's compensation.

Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; and participating in professional organizations.

Completes human resource operational requirements by scheduling and assigning employees and following up on work results.

Performs various administrative duties, including, but not limited to, preparing correspondence; maintaining employee files; ensuring file documentation is properly stored and maintained; answering telephone and greeting visitors; determining nature of call or visit; and providing information and assistance.

Attends various meetings, including County Council, Commissioners, and other department meetings, making presentations and policy recommendations, when requested.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's degree in human resources, public management, business administration or related field or equivalent combination of training and experience.

Thorough knowledge of and ability to read, interpret, and explain federal, state, and local employments rules, regulations, and guidebooks, and County personnel policies and benefit plans.

Working knowledge of standard office policies and practices, and computers and various software programs, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of financial management and development practices and basic knowledge of budgeting principles and contract negotiations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to type and complete Department reports within established deadlines.

Ability to deal with complex and conflicting issues, and ability to research applicable laws and regulations for complaints.

Ability to write and edit reports, policies, contracts and news releases, and prepare and present public speaking presentations.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with elected officials, department heads, County employees, Commissioners, County Council, vendors, contractors, taxpayers, representatives from local, state, and Federal agencies, attorneys, various media, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to operate standard office equipment, including computer, printer, calculator, fax machine, copier, telephone, and cellular phone.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods of time, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written and oral instructions and present findings in oral or written form.

Ability to compare or observe similarities and differences in data, compile, classify and analyze data, and develop concepts or interpretations based on data analyses.

Ability to apply knowledge of people and/or locations.

Ability to regularly work extended hours and occasionally work evenings and weekends, and occasionally travel out of town, sometimes overnight.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs duties which are broad in scope involving many variables and considerations. Incumbent operates within well-established government regulations and County policies, exercising independent judgment in interpreting and relating guidelines to specific situations.

III. RESPONSIBILITY:

Incumbent is responsible coordinating personnel policies and procedures, ensuring compliance with local, state and federal employment laws/regulations, administering human resource functions, and assisting elected officials/department heads. Incumbent applies County policies and procedures to individual cases, discussing unusual/unprecedented situations with supervisor as needed. Incumbent receives general supervision with work periodically reviewed for soundness of judgment, effect on department objectives, and compliance with department policy, precedent, and legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains a working relationship with elected officials, department heads, County employees, Commissioners, County Council, vendors, contractors, taxpayers, representatives from local, state, and Federal agencies, attorneys, various media, and the public, for purposes of

exchanging information, explaining and interpreting policies and procedures, and providing advice/guidance regarding Human Resources issues.

Incumbent reports directly to Board of County Commissioners.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, keyboarding, close/far vision, hearing sounds/communications and speaking clearly. Incumbent regularly works extended hours and occasionally works weekend and evening hours, and occasionally travels out of town, sometimes overnight.

APPLICANT/EMPLOYEE AGREEMENT

The job description for the position of Human Resources Manager for the Henry County Commissioner's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirement as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name