

Human Resources Manager



Position Description

Status

Full-Time, Exempt

Compensation

C42

Bargaining Unit

N/A

Reports to

Executive Director of Human Resources

Supervises

Human Resources Staff

Position Category

Manager

Summary

The Human Resources Manager position is responsible for managing the Human Resources department activities including but not limited to Wellness, Payroll, Employment and Recruiting. This position also provides key data for budgeting and bargaining. This position is directly responsible for Benefits Administration.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has direct supervisory responsibilities and serves as a coach and mentor for other positions in the department.

1. Gathers information, analyzes and prepares complex statistical reports for diverse human resources functions, projecting impact on employees, departments and bargaining groups.
2. Manages benefit administration including health insurance, voluntary insurance, worker's compensation, flexible spending accounts, deferred compensation, retirement, short-term disability and FMLA, COBRA and other benefits programs.
3. Conducts annual enrollment process for all County employees. Educates and assists employees in benefit selection and enrollment.
4. Manages the HR team on HR-based projects and daily support services. Serves as coach and mentor.
5. Recommends and implements changes to work practices or rules including more efficient use of the HR Information System (HRIS).
6. Communicates policies and collective bargaining agreements for employees and supervisors concerning safety, benefits, status changes, leaves, pension, budget impact, staffing allocations and other HR functions.

7. Maintains compliance with State and Federal regulations relating to Human Resources and Payroll policies. Works closely with vendors to ensure we are following best practices.
8. Maintains HRIS system as it relates to benefits, deductions and other records within areas of responsibility as assigned. Performs routine audits to ensure data accuracy.
9. Assists department leaders with employee issues relating to performance management.
10. Provides excellent customer service using all avenues of communication including written, verbal and intranet posts.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position manages all employees of the Human Resources team and is responsible for the performance management of the employees within that department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and employees.

Required Education and Experience

1. Bachelor's degree in human resources, labor relations, public administration or related field.
2. Five (5) years of progressively responsible experience in human resources; or any combination of education, training or experience that demonstrates the ability to perform the duties of the position.
3. Two (2) years of supervisory experience and management of a human resources department.
4. Human Resource Information System (HRIS) experience.

Preferred Education and Experience

1. Finance/Budgeting experience
2. Five (5) years of Benefits Administration experience
3. Experience with the Eden Accounting/Human Resources System
4. PHR, SPHR, SHRM-SCP and/or SHRM-CP certification.
5. Certified Benefits Professional® (CBP)

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____