



Position: Human Resources Manager

Reports to: Giles County Executive

Position Description:

The Human Resources Manager originates and leads Human Resources practices and objectives that will provide an employee-oriented; high-performance culture that emphasizes empowerment, quality, productivity, and standards; goal attainment, and the recruitment and ongoing development of a superior workforce. This position involves working with the Department Heads towards the development of processes and metrics that support the achievement of the County's goals, as well as assists and advises Department Heads about Human Resources issues.

The major areas the Human Resources Manager manages can include:

- recruiting and staffing;
- performance management and improvement systems;
- organization development;
- employment and compliance with regulatory concerns regarding employees;
- employee onboarding, development, needs assessment, and training;
- policy development and documentation;
- employee relations;
- County employee and community communication;
- compensation and benefits administration;
- employee safety, welfare, wellness, and health; and
- employee services and counseling.

Duties & Responsibilities:

1. Development of the Human Resources Department

- a. Oversees the implementation of Human Resources programs. Identifies opportunities for improvement and resolves problems.
- b. Develops and monitors an annual budget that includes Human Resources services, employee recognition, and benefits administration.
- c. Selects and supervises Human Resources consultants and training specialists, and coordinates company use of insurance brokers, insurance carriers, pension administrators, and other outside sources.
- d. Conducts a continuing study of all Human Resources policies, programs, and practices to keep management informed of new developments.
- e. Establishes HR departmental measurements that support the accomplishment of the County's strategic goals.
- f. Manages the preparation and maintenance of such reports as are necessary to carry out the functions of the department. Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment.
- g. Develops and administers programs, procedures, and guidelines to help align the workforce with the strategic goals of the County.
- h. Participates in executive, management, and staff meetings and attends other meetings and seminars.
- i. Manages the development and maintenance of the Human Resources sections of both the company website, particularly recruiting, culture, and company information; and the employee newsletters, and so forth.

2. Training and Development

- a. Coordinates all Human Resources training programs and assigns the authority/responsibility of Human Resources and managers within those programs. Provides necessary education and materials to managers and employees including workshops, manuals, employee handbooks, and standardized reports.
- b. Establishes an in-house employee training system that addresses County training needs including training needs assessment, new employee onboarding or orientation, management development, production cross-training, the measurement of training impact, and training transfers.
- c. Assists Department Heads with the selection and contracting of external training programs and consultants.
- d. Assists with the development of and monitors the spending of the County training budget. Maintains employee training records.

3. Employment

- a. Establishes and leads the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce.

4. Employee Relations

- a. Formulates and recommends Human Resources policies and objectives for the County on any topic associated with employee relations and employee rights.
- b. Partners with Department Heads to communicate Human Resources policies, procedures, programs, and laws.
- c. Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation. Conducts periodic surveys to measure employee satisfaction and employee engagement.
- d. Coaches and trains Department Heads in their communication, feedback, recognition, and interaction responsibilities with the employees who report to them. Makes certain that the Department Heads know how to successfully, ethically, honestly, and legally communicate with employees.
- e. Conducts investigations when employee complaints or concerns are brought forth.
- f. Monitors and advises Department Heads and supervisors in the progressive discipline system of the company. Monitors the implementation of a performance improvement process with non-performing employees.
- g. Reviews and assists Department Heads' recommendations for employment terminations.
- h. Reviews employee appeals through the company complaint procedure.
- i. Title VI Coordinator

5. Compensation

- a. Leads competitive market research concerning pay practices to help in recruiting and retaining superior staff.
- b. Leads participation in at least one salary survey per year. Monitors best practices in compensation and benefits through research and up-to-date information on available products.

6. Benefits

- a. With the assistance of the Financial Management Office, obtains cost-effective, employee-serving benefits; monitors national benefits environment for options and cost savings.
- b. Leads the development of benefit orientations and other benefits training for employees and their families.
- c. Recommends changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.

7. Law

- a. Leads company compliance with all existing governmental and labor legal and government reporting requirements including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical

Leave Act, Employee Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, and so forth. Maintains minimal County exposure to lawsuits.

- b. Directs the preparation of information requested or required for compliance with laws.
- c. Protects the interests of employees and the County in accordance with County Human Resources policies and governmental laws and regulations. Minimizes risk.

8. Miscellaneous

- a. The Human Resources Manager assumes other responsibilities as assigned by the County Executive.

Job Requirements:

1. Bachelor's degree in Human Resources, Business or Organization Development and/or a minimum of seven years' experience in Human Resource positions.
2. Knowledge and experience in employment law, compensation, organizational planning, recruitment, organization development, employee relations, safety, employee engagement, and employee development.
3. Better than average written and spoken communication skills.
4. Outstanding interpersonal relationship building and employee coaching skills.
5. Demonstrated ability to serve as a knowledgeable resource to the executive management team that provides overall County leadership and direction.
6. Excellent computer skills in a Microsoft Windows environment. Must include knowledge of Excel, Word, Power Point and Outlook.
7. Experience in the administration of benefits and other Human Resources recognition and engagement programs and processes.
8. Evidence of the ability to practice and coach organization managers in the practice of a high level of confidentiality.
9. Excellent organizational management skills and presentation skills.
10. Active affiliation with appropriate Human Resources networks and organizations and ongoing community involvement preferred.

This job description is intended to convey information essential to understanding the scope of the Human Resources Manager's position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

Giles County is an equal opportunity employer and shall comply with all applicable laws regarding equal employment opportunities for all job applicants and shall not discriminate on the basis of national origin, race, color, religion, age, handicap or sex.