

Human Resources

Job Description

Mercer County

Job Summary:

Under the supervision of the Board of County Commissioners, advises the Board and Department Heads regarding policies, administrative rules, and employment laws and labor regulations.

Essential Job Duties:

- Assist and advise the Board of County Commissioners and all Department Heads regarding personnel policies, administrative rules, employment laws, regulations, disciplinary actions, and all other human resource related issues.
- Assist and advise Department Heads in the hiring process, writing job descriptions, maintaining personnel files, processing payroll, and administering benefits.
- Counsel Department Heads and employees of the County regarding compensation, benefits, employment rules and regulations, grievance procedures, leaves of absence, risk management issues, performance concerns, and disciplinary actions.
- Coordinate the performance evaluation program and review and approve performance evaluation forms.
- Administer salary adjustment reviews, classification reviews, and compensation studies as needed.
- Draft revisions and additions to the personnel policies and procedures manual for review and approval by the Board of County Commissioners.
- Research issues, laws and regulations to determine compliance with local, state and federal guidelines, participate in continuing education programs and related conferences to keep informed of changing legislation on human resource related issues.
- Facilitate meetings and presentations, present human resource information and requests to the Board of County Commissioners.
- Performs other duties as assigned.

Accountabilities:

- Ensure all personnel and department information is accurate, organized, and up to date, and confidential by monitoring payroll process and benefits administration.
- Create a positive and productive work atmosphere by maintaining a professional manner, promoting a team-like environment, and communicating with all other departments and employees.
- Keep informed of the latest developments in human resource management practices and labor law (state and federal) through publications and seminars.

Job Qualifications, Experience, and Education:

- Bachelor's Degree in Business Administration, Human Resources or related field and one to three years' experience in a Human Resource or Management related field, and/or equivalent combination of education and experience.
- Must have knowledge of personnel, workers compensation, and risk management laws, rules, and regulations. SPHR/PHR or SHRM-CP/SHRM-SCP accreditation is preferred but not required.
- Must possess excellent interpersonal, organization, communication (written and verbal), and analytical and decision-making skills.
- Must be proficient in the use of word processing and spreadsheet PC software; Microsoft Windows, Word and Excel preferred.

Working Conditions/Physical and Mental Demands:

- Physical environment consists of a desk job in the standard environment. Some travel may be required. Will include physical motions of sitting, reaching, minor lifting and finger dexterity for use of keyboard.
- Frequent use of PC keyboard and monitor.

Clarification Clause:

This job description is not intended and should not be construed to be a complete list of all duties, skills, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principal job elements essential in maintaining a Human Resource related position.

Employee Signature

Date