

Taylor County Board of County Commissioners

JOB TITLE: Personnel Manager

EXEMPT
PAY GRADE: 250
SALARY RANGE: \$32,657 - \$47,353
LOCATION: Administration
PREPARED BY: Human Resources

UNION (Y/N): No
DEPARTMENT: Human Resources
WORKERS COMP CODE: 8810
DEPARTMENT: Human Resources
APPROVED BY BOCC: 01/07/2019

THIS POSITION DOES NOT HAVE THE ABILITY TO ENGAGE IN TANGIBLE EMPLOYMENT ACTIONS.

THIS POSITION IS CONSIDERED "ESSENTIAL" DURING DECLARED STATES OF EMERGENCY AND WILL DIRECT EMERGENCY SUPPORT FUNCTIONS.

SUMMARY:

This is a responsible and confidential position that involves compiling and maintaining personnel records in accordance with the Board's Personnel Policies and Procedures, union contracts, and the Fair Labor Standards Act (FLSA). This advanced and specialized administrative position is responsible for performing a variety of personnel tasks, which includes maintaining all leave records for county employees, payroll, all aspects of the onboarding process for new employees, workers compensation claims, unemployment claims, the recruitment process, and clerical support to Administration when needed. Work is performed under the supervision of County Administration. Work requires the exercise of mature judgement and the application of thorough knowledge of department organization, programs, and goals, meeting a wide variety of work problems involving continual public contact and inter-departmental relations.

ESSENTIAL/SPECIFIC DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Conducts new employee orientation to foster positive attitude toward company goals.
- Keeps records of personnel transactions such as hires, promotions, transfers, performance reviews, terminations, and employee statistics for governmental reporting.
- Records employee information such as personal data, tax data, attendance, and termination dates.
- Demonstrates ability to treat information of a sensitive nature in a confidential manner
- Prepares new employee files.
- Updates current employee files to document personnel actions, personnel changes in wage or department, and provide information for payroll and other uses.
- Examines employees' files to answer inquiries and provides information to authorized persons.
- Compiles data from personnel records and prepares reports.
- Maintains annual and sick leave records for each employee.
- Maintains employee handbooks.
- Assists in other employment activities such as retirement.
- Public Records liaison
- Distributes paychecks
- Composes and types correspondence.
- Codes bills, invoices for signature and forwards same to Finance Department for payment.
- Responsible for personnel training

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QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE:

AA degree or a combination of High School Diploma/Equivalent with some college and related experience is required.

OTHER KNOWLEDGE, SKILLS AND ABILITIES:

- Must be computer literate with working knowledge and experience with MS Word, Power Point, and Excel.
- Must have strong analytical, problem-solving and organizational skills.
- Must possess initiative and be able to work independently on time-sensitive complex issues.
- Must have the ability to write reports, business correspondence, and procedure manuals.
- Ability to receive public with courtesy.
- Ability to establish and maintain effective working relationships with elected officials, subordinates, and the general public.
- Ability to determine work priorities and ensure proper completion of work.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to talk and to hear.
- Required to stand, walk, sit, reach with hands and arms, and stoop and kneel.
- Occasionally required to lift and/or move up to 20 pounds.
- Must be able to operate a motor vehicle

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The job requires working in an office environment.