

TITLE: Assistant Human Resources Director

HR/2

DEPARTMENT: Human Resources, Fayette County

JOB SUMMARY: This position is responsible for assisting in directing human resources activities for Fayette County.

MAJOR DUTIES:

- o Supervises, directs, and evaluates staff.
- o Oversees the administration of the time and attendance software program; resolves issues and adds enhancements.
- o Coordinates and assists staff with special projects or complex issues.
- o Ensures compliance with local, state, and federal laws, regulations, policies, and procedures.
- o Develops, administers, and enforces personnel policies and procedures.
- o Develops, implements, and manages department goals and objectives.
- o Projects and creates salary and benefit projections for all county employees.
- o Prepares departmental budget and monitors expenditures.
- o Oversees the processing of payroll.
- o Develops and administers a classification and compensation plan.
- o Directs the county's employment process to ensure compliance with procedures and regulations.
- o Administers benefits programs; prepares specifications for bids; obtains bids or quotes; makes recommendations to Board of Commissioners.
- o Develops and administers the performance appraisal process.
- o Assists departments with disciplinary actions and investigations.
- o Conducts harassment and discrimination investigations.
- o Oversees Workers' Compensation processes.
- o Conducts new employee orientation.

- o Responds to unemployment claims and appeals and participates in hearings.
- o Reviews historical experience of benefits and provides written recommendations concerning premiums or contributions required.
- o Compiles statistical information and prepares reports.
- o Administers the wellness program.
- o Develops annual calendars.
- o Ensures compliance with record retention regulations.
- o Attends Board of Commissioner meetings and serves on committees as required.
- o Oversees and coordinates employee special events.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of standard management and supervisory practices.
- o Knowledge of standard human resources practices.
- o Knowledge of state and federal laws and regulation related to human resources.
- o Knowledge of computers and job related software programs.
- o Skill in the development and management of annual budgets.
- o Skill in public and interpersonal relations.
- o Skill in researching and preparing reports.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Human Resources Director assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include county personnel policies, FLSA, wage and hour law, standard operating procedures, and other state or federal laws relative to human resources. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied management, supervisory, and administrative duties. Frequent interruptions contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to assist in directing the county's human resources activities. Success in this position ensures the county's compliance with local, state, and federal employment laws.

PERSONAL CONTACTS: Contacts are typically with co-workers, elected and appointed officials, consultants, brokers, job applicants, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching, or stooping.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Human Resources Technician (1), Benefits Administrator (1), Payroll Specialist (1), and Human Resources Analyst (1).

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

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DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the

presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.

EXEMPT/HIPAA