



## Human Resources Administrator Human Resources

HR/2-173

### JOB SUMMARY

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

### MAJOR DUTIES

1. Oversees the administration of the time and attendance software program; resolves issues and adds enhancements.
2. Coordinates and assists staff with special projects or complex issues.
3. Ensures compliance with local, state, and federal laws, regulations, policies, and procedures.
4. Develops, administers, and enforces personnel policies and procedures.
5. Develops, implements, and manages department goals and objectives.
6. Projects and creates salary and benefit projections for all county employees.
7. Oversees the processing of payroll.
8. Develops and administers a classification and compensation plan.
9. Directs the county's employment process to ensure compliance with procedures and regulations.
10. Assists departments with disciplinary actions and investigations.
11. Conducts harassment and discrimination investigations.
12. Conducts new employee orientation.
13. Responds to unemployment claims and appeals and participates in hearings.
14. Compiles statistical information and prepares reports.
15. Develops annual calendars.
16. Ensures compliance with record retention regulations.
17. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of standard management and supervisory practices.
2. Knowledge of standard human resources practices.
3. Knowledge of state and federal laws and regulation related to human resources.
4. Knowledge of computers and job related software programs.
5. Skill in the development and management of annual budgets.
6. Skill in public and interpersonal relations.
7. Skill in researching and preparing reports.
8. 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/SCOPE OF WORK

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

- 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.

## **CONTACTS**

- Contacts are typically with co-workers, elected and appointed officials, consultants, brokers, job applicants, and members of the general public.
- 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/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching, or stooping.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position assumes supervision of Human Resources staff and activities in the absence of the Human Resources Director.

## **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.

## **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**

- Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- 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.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia.