



## Human Resources Manager Sheriff's Office

SO/8 - 734

### JOB SUMMARY

This position is responsible for managing human resources activities for the Sheriff's Office.

### MAJOR DUTIES

1. Assists the Director of the Support Services Division with special or routine tasks; makes recommendations concerning administrative and other matters.
2. Manages human resources for the Sheriff's Office; establishes and maintains personnel records; schedules new employee for orientation and pre-employment drug testing; assists new employee in the completion of new hire paperwork; prepares separation notices for terminated employees; submits I-9 Forms; collects information and prepares reports for Workers' Compensation and Family Medical Leave claims.
3. Maintains timekeeping system; resolves issues with technicians; maintains payroll information; sets up new employees in the system; coordinates and oversees Sheriff's Office payroll; maintains current employee files.
4. Oversees the employment process for all job applicants; coordinates and administers tests; notifies applicants of tests; scores and processes tests; processes motor vehicle reports; coordinates activities with division directors.
5. Maintains excel spreadsheets for evaluation scheduling; collects and compiles evaluation information; notifies division directors of evaluation due dates.
6. Coordinates on-the-job training program; calculates and certifies hours worked; maintains files and records.
7. Organizes community relations events and festivals for the Sheriff's Office.
8. Prepares employee identification cards.
9. Administers and scores promotional tests.
10. Administers and scores deputy sheriff tests to detention officers.
11. Attends training, conferences and meetings as required.
12. Trains, assigns, directs, supervises, evaluates and disciplines assigned personnel.
13. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of computers and job-related software programs.
2. Knowledge of division operations.
3. Knowledge of Sheriff's Office policy, rules, regulations and standard operating procedures.
4. Knowledge of county policies and procedures.
5. Knowledge of Workers' Compensation and Family Medical Leave Act laws.
6. Knowledge of I-9 Citizenship forms.
7. Knowledge of the employee timekeeping system.
8. Knowledge of Sheriff's Office hiring procedures.
9. Knowledge of the on-the-job training program.
10. Knowledge of personnel laws and County and Sheriff's Office personnel procedures.
11. Skill in working independently and in a team setting.
12. Skill in planning, directing and supervising the work of subordinate personnel.
13. Skill in the production of confidential reports and correspondence.
14. Skill in oral and written communication.
15. Skill in the administration of tests.
16. Ability and knowledge to secure, protect, maintain, and properly disseminate various pieces of confidential information including oral or written personnel, financial, medical, criminal, investigative, and operational or other sensitive information or materials.

### SUPERVISORY CONTROLS

The Major assigns work in terms of very general instructions. The supervisor spot-checks completed work for

compliance with procedures and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include compensation laws, the Family Medical Leave Act, the Fair Labor Standards Act, the Georgia Privacy Act, the Georgia Peace Officer Standards and Training rules, and County policies and procedures. These guidelines require judgment, selection, and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied human resources management duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to manage human resource functions for the Sheriff's Office. Success in this position contributes to the effectiveness of department operations.

## **CONTACTS**

- Contacts are typically with co-workers, members of other law enforcement agencies, insurance company representatives, vendors, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; and provide services.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Administrative Assistant (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 Sheriff's Office hiring standards.

## **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.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- 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 drivers' license issued by the State of Georgia for the type of vehicle or equipment operated.