



Job Description – Human Resources Director

Reports To: Legal Services Division Head
Date Revised: August 2017
FLSA Classification: Full Time, Exempt
Division: Human Resources

Pickens County is an Equal Opportunity Employer.

Pickens County is dedicated to providing timely, efficient, courteous and professional services to all citizens of Pickens County. We will make decisions that promote the best interests of the greater community, and develop the resources, policies, plans and procedures to effectively address public needs. We will pursue and support those programs and projects that best uphold the priorities of Pickens County Council.

Position Summary

Under limited supervision, the Human Resources Director analyzes and administers various components of the personnel system of the organization, including personnel administration, payroll, compensation, benefits, applicant screening, labor relations, training, safety, risk management and workers compensation. The Human Resource Manager possess considerable knowledge of modern policies and practices of public personnel administration; considerable knowledge of employee classification, recruitment, selection, training and labor relations; possess skills in preparing and administering job descriptions and announcements, analyzing personnel programs and systems.

Position Responsibilities- Essential Job Functions

- Develop and implement HR fundamentals including policies and procedures to assist in supporting the mission of Pickens County.
- Develop practices and programs to maintain an employee focused culture that emphasizes high employee morale, continuous improvement, teamwork, and high performance.
- Manage the performance of all employees in the HR department; responsible for output from the HR department.
- Provide information, assistance, and guidance to employees, dependents, former employees, or other individuals regarding benefit and insurance issues; answer employee questions concerning eligibility, enrollment, coverage, fees, changes, and related issues; provide benefit program information to educate employees regarding benefits provided by the County; inform employees of premium costs and deductions; interpret and explain policies and plan coverage; review documents, employee data, and summary plan documents to answer questions or resolves issues.
- Direct the administration of benefit programs. Serve as liaison between employees and benefit providers; assist employees in resolving problems with insurance coverage, benefits, or claims; communicate with insurance claims representatives regarding coverage, resolution of claims, or other issues.
- Interpret, explain, and apply Federal, State, and local policies, procedures, laws, rules, regulations, and standards; initiate actions necessary to correct deviations or violations.
- Prepare and distribute position advertisements to appropriate publications, receive and process position applications.
- Conduct new hire orientation for new employees; explain insurance eligibility requirements, covered benefits, plan provisions and restrictions, completion of forms, and related information; process and issue identification badges for new employees.

Human Resources Director

August 2017

This is not a contract. No information in this document will alter the At Will Employment Relationship.



Job Description – Human Resources Director

- Conduct annual open enrollment for eligible employees; prepare communication materials; schedule vendor participation meetings; meet individually with employees as requested; review enrollment and change forms for accuracy and completeness; process documentation for appropriate payroll deductions.
- Process enrollment and changes to insurance coverage; process changes and additions to individual employee coverage based on qualifying events; review documents to verify qualifying events; inform employees of other benefit programs affected by coverage changes.
- Research, track, and process documentation to ensure proper completion of benefit transaction; investigate, verify, and correct error and discrepancies on documentation to ensure accurate processing of benefit transactions.
- Notify insurance providers of changes, additions, and cancellation in employee coverage; update computer database records for transmission to providers; provide spreadsheets to third party administrator regarding new hires and status changes.
- Conduct presentations to employee groups to inform and update employees regarding various County employee benefit programs and issues of interest.
- Process third party documentation; review statement for accuracy; process checks to deposit to the Finance Department.
- Process court orders for mandatory insurance coverage on employees' minor dependents; provide requested information to State agencies regarding insurance coverage of employees and legal minor dependents.
- Prepare or complete various forms, reports, correspondence, benefit data sheets, spreadsheets, benefit reports, coverage status reports, or other documents.
- Receive and/or review forms, reports, correspondence, invoices, statements, status reports, census data, enrollment change forms, enrollment materials, summary plan descriptions, policies, procedures, manuals, directories, reference materials, or other documentation; complete, process, forward, or retain as appropriate.
- Communicate with legal counsel, directors, other departments, department manager or supervisors, County officials, employees, retirees, family members, attorneys, insurance representatives, third party administrators, medical providers, state agencies, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Attend meetings, serve on committees, and make presentations as needed.
- Maintain confidentiality of departmental issues and documentation.
- Maintain a comprehensive, current knowledge of applicable laws and regulations; maintain an awareness of new trends and advances in the profession; read professional literature; maintain professional affiliations; attend workshops and training sessions as appropriate.
- Create a strategic recruitment and selection plan for all positions within Pickens County.
- Understand and administer job descriptions and FLSA classification.
- Coordinate and administer the negotiation of all HR related contracts.
- Manage all employee relations efforts. Develop and coordinate grievances and mediate workplace disputes.
- Evaluate procedures and technology solutions to improve human resources data management.
- Recommend and maintain an organizational structure and staffing levels to accomplish goals and objectives.
- Establish and implement short and long-range departmental goals, objectives, policies, and operating procedures.
- Assess employee needs and coordinate training efforts to meet those needs.
- Perform enrollment process of new employees and exit interviews at termination of employment.
- Ensure the employee performance appraisal system is administered properly.
- Maintain department budget.



Job Description – Human Resources Director

Position Responsibilities- Essential Safety Functions

- It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Position Responsibilities- Additional Job Functions

- Review reports on third party administrator, insurance benefits, and invoices.
- Conduct employee benefits overview during monthly orientation.
- Perform general administrative/office duties as required, including typing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, establishing and maintaining filing systems, etc.
- Assist in planning and execution of Pickens County sponsored employee events.
- Perform other related work as required.

Essential Skills and Experience

- Associate's degree in human resources, business, or related field.
- Six to eight years of experience in human resources related programs, including benefit administration.
- Ability to stay abreast of human resource related trends (i.e., employment law, employee issues, health care, risk management, etc.)
- Demonstrates strong organizational skills (record keeping, time management, follow up, etc.).
- Excellent attention to detail and sense of urgency, ability to prioritize with an emphasis on quality and accuracy of work.
- Strong interpersonal and customer service skills required.
- Ability to multi-task, prioritize and deal with interruptions while meeting timely deadlines.
- Possess a valid driver's license.
- Ability to use judgment and discretion with confidential information.
- Ability to effectively supervise and motivate a very diverse staff.
- Ability to track, measure, and hold employees accountable for annual performance goals.
- Ability to provide constructive feedback to enhance employee's performance.
- Strong knowledge and use of Microsoft Office suite.
- Exceptional communication skills, both oral and written.
- Professional demeanor, team oriented, positive and engaging attitude.
- Highly self-motivated and self-directed with strong problem solving skills.
- Experience working in a team-oriented, collaborative environment.
- Ability to tactfully handle stressful and difficult situations.
- Strong ethical standards; ability to create trust and integrity with co-workers and community.
- Personal attributes that include reliability, professionalism, ability to work independently, and positive attitude.



Job Description – Human Resources Director

- Must be physically able to operate a variety of automated office machines including a computer, printer, fax machine, copier, telephone, etc.
- Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or direction from supervisor and giving assignments and/or directions to subordinates.
- Requires the ability to read a variety of financial, legal, statistical and technical documentation. Requires the ability to prepare and interpret financial/budget documents, reports, correspondence, etc. with the proper format, punctuation, spelling and grammar, using all parts of speech. Has the ability to speak to co-workers and the general public with poise, voice control and confidence.
- Requires the ability to apply principles of common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations. Requires the ability to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and to understand and implement basic computer and office machinery functions.
- Requires the ability to record and deliver information to explain procedures, to follow and give verbal and written instructions, to counsel and teach employees. Must be able to communicate effectively and efficiently with co-workers and the public in a variety of technical and/or professional languages including accounting, budgeting, and computer technology.
- Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.
- Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.
- Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.
- Requires the ability to inspect items for proper length, width and shape.
- Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.
- Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a moderate degree.
- Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).
- Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.
- Regular and sustained attendance.

Beneficial Skills and Experience

- Bachelor's degree in human resources, business or related field preferred.

Mental & Physical Demands- ADA Guidelines

Physical Demands

Stand	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
-------	-------------------------------------	--	---------------------------------------	------------------------------



Job Description – Human Resources Director

Walk	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A

Lifting Requirements

10 pounds or less	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A

Pushing and Pulling Requirements

12 pounds or less	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> N/A

Definitions

N/A	Not Applicable	Activity is not applicable to this occupation
O	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Print Employee Name

Employee Signature

Date Signed

Print Manager/Supervisor Name

Manager/Supervisor Signature

Date Signed

Human Resources Director

August 2017

This is not a contract. No information in this document will alter the At Will Employment Relationship.