

ESSENTIAL JOB FUNCTIONS:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Implement the human resource requirements for County of Carroll. Administer recruitment, selection, and other human resource development programs and activities while conforming to federal, state, and local requirements such as ADA, EEO, HIPAA, FLSA, NHCAD, and County policies.
- Shall be an active member of the New Hampshire Association of Counties, Human Resource Affiliate and recognized as a voting member of the Executive Committee for Carroll County.
- Achieve department goals within available resources; develop and maintain a human resource system that meets top management information needs; oversee the analysis, maintenance, and communication of records required by law. Plan and organize H/R workloads and staff assignments; train, motivate and evaluate assigned staff; review progress and direct changes as needed.
- Oversee recruitment and hiring activities, including posting of vacancies, preparation of advertisements, screening of applications, administering examinations and other tests as needed, assisting department staff in selecting and interviewing candidates, arranging for pre-employment physicals, and overseeing new employee orientation sessions. Convene interview panels as needed. Maintain integrity of employment processes according to County policies and standards. Track applications and determine salaries according to the County's current compensation.
- Maintain employee records according to applicable regulations; establish and maintain centralized recordkeeping system; complete and verify accuracy of required and requested employment reports.
- Under the direction of the County Administrator, the Human Resource Director shall serve on the side of management for the county in all collective bargaining processes. Shall assist in developing management bargaining concepts and strategies; may work with the county administrator along with department heads, labor attorneys, and may assist the County Administrator with communicating to the appropriate union officials, in the exchange of information, informal discussions of union-management affairs and related labor/management matters as needed.
- Will be responsible for future developing, proposing and administering a Carroll County salary administration pay and classification plan.
- Monitor and review current personnel policies, job classifications and salary structures and recommends changes as required. Ensure that job descriptions are maintained and updated regularly. Oversee the performance evaluation system.
- Provide for a well-managed Employee Assistance Program (EAP). Ensure consistent and applied guidelines in pre-employment physicals, wellness and health programs including Drug and Alcohol Testing when and where applicable.

- Provide for the necessary training of employees in the following areas, which may include but is not limited to: FMLA, Sexual Harassment, ADA, Workplace Violence, Drug and Alcohol Testing, and Workplace Safety. Conducts investigations, or advises those conducting investigations, regarding harassment claims. Attend staff meetings; advise staff on a variety of labor and personnel matters.
- Function as the County's designated agent in such matters as workers compensation, affirmative action/EEO, ADA, HIPAA, Drug and Alcohol Testing, FMLA, and FLSA. Oversee compliance with Federal and State employment law as well as County policies and collective bargaining agreements.
- Assists the Payroll/Benefits Coordinator with the county's benefit programs, including health, life and dental insurance programs, for all county employees as well as the Medicare Program for all county retirees as they apply.
- As the head of human relations, will serve as a strategic partner with department heads ensuring fair and equitable services in human resource management.
- Keeps abreast of the latest technology, procedures, methods, systems, and materials employed in the industry. Performs similar or related work as required, directed or as a situation dictates.
- Leads the County Safety Committee, which works to ensure that Carroll County provides a safe work environment by conducting annual inspections on each facility; ensuring that employees are trained on the proper use of equipment; developing and communicating safety policies and practices; reporting worker injuries to the Department of Labor and Primex, review injuries to determine cause and takes appropriate action to improve working conditions; review jobs for safety; administer a light duty program; keep Primex aware of injured employee's progress; assist the County Administrator to determine if a case should be settled for payment or not.
- Assist the County Administrator in the development and implementation of human resource policies and programs; compiles and revises personnel procedures and manuals; advises and makes recommendations on human resource matters and on human resource organization and administration; communicates new policies in writing to all staff that are affected.

Recommended Minimum Qualifications:

Education, Training and Experience: Bachelor's degree in Human Resources, Public Administration or related field with seven to ten years of increasingly responsible local government management, human resources and labor relations experience that includes supervisory experience or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job. Coursework in employment law is helpful.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs other related duties as assigned.

Knowledge, Ability and Skill:

Knowledge: Maintains knowledge of personnel administration programs; risk pool insurance, safety and loss control principles; human resources trends. Practical knowledge of county management and the mandates affecting human resources in local government.

Practical knowledge of administrative, managerial and supervisory practices and techniques. Thorough knowledge of the principles, practices, regulations, and applicable Federal and State laws relating to personnel administration in the public sector. Thorough knowledge of position classification, compensation and benefits, recruitment, selection, training, risk management, safety practices, and labor relations.

Knowledge and understanding of FMLA, ADA, FLSA, COBRA, Affirmative Action, Equal Opportunity Employment, and HIPAA. Knowledge of legal and legislative practices in New Hampshire.

Ability: Ability to interact in a positive and effective manner with personnel at all levels of authority. Ability to demonstrate objectivity, sensitivity, and a balanced perspective regarding employee concerns and organizational expectations. Ability to communicate clearly and concisely, in writing and orally. Ability to maintain accurate and detailed records. Ability to prepare and analyze comprehensive reports. Ability to interpret and analyze union contracts.

Skill: Considerable interpersonal skills; good public relations skills. Skill in operating PC computer and popular applications in word processing, spreadsheet, database, presentation, internet, and graphics. Management/Union negotiating skills.

Physical Requirements: 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. While performing the duties of this job, the employee is frequently required to work at a desk; regularly communicate with county employees and applicants to identify and exchange information; regularly move about inside the office to access file cabinets and office machinery; traverse stairs. The employee must occasionally lift and/or move objects weighing up to 25 pounds, such as supplies, folders and books. Ability to operate a keyboard and calculator at efficient speed and to view computer screens for extended periods of time. Must be able to discern numerical details such as pay codes, and spread sheets.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Accepted By: _____

Date: _____

TIME FREQUENCY AND WEIGHT LIMITATION:

Activity/Pounds	< 10 lbs.	11-24 lbs.	25-34 lbs.	35-49 lbs.	50-75 lbs.*
Only With Assistance					
Lift	Frequent	Occasional	Occasional	Rare	Never
Waist>Overhead	Frequent	Occasional	Occasional	Rare	Never
Floor>Waist	Frequent	Occasional	Occasional	Rare	Never
Carry	Frequent	Occasional	Occasional	Rare	Never
Push	Frequent	Occasional	Occasional	Rare	Never
EXCLUDING BREAK, PERCENT OF SHIFT SPENT: Standing: 10% Walking: 20% Sitting: 70%					
HEARING ACUITY: Average Correctable? Yes			Phone required? Yes		
VISUAL ACUITY: Average Correctable? Yes			Use of computer displays? Yes		
MANUAL DEXTERITY: Average					
OPERATE MOVING EQUIPMENT: No			OPERATE VEHICLES: No License:		
ENVIRONMENTAL FACTORS:					
Noise Level:		Low		Heights: N/A	
Extremes (Hot/Cold):		N/A		Outdoor Weather Conditions: N/A	
Confined spaces:		N/A		Chemicals: N/A	
Sharps or Blades:		Rare		Fumes/Dust/Airborne Particles: N/A	
Work around Inmates:		Occasional		Exposure to Electrical Shock: N/A	

Note:

The statements above are intended to describe the general nature and level of work being performed by people assigned to the job. They are not construed to be an exhaustive list of responsibilities, duties and skills required of personnel in the job. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

O/DD: _____ Date: ___ / ___ / _____

Human Resources: _____ Date: ___ / ___ / _____

Employee Signature: _____ Date: ___ / ___ / _____

Revision Dates: ___ / ___ / _____

___ / ___ / _____

___ / ___ / _____