

COUNTY OF LEELANAU
JOB DESCRIPTION

HUMAN RESOURCES MANAGER

Supervised By: County Administrator

FLSA: Non-Exempt

General Summary:

The Human Resources Manager is responsible for the planning, directing, coordination, and implementation of human resources functions within the County. This is a diversified and extremely confidential position that will offer essential support and direction in the Administrator's Office. Self-motivation with a willingness to perform duties as delegated. A positive attitude with excellent interpersonal skills for working with individuals, the public, employees, and Elected Officials. Competency in organizational development, employee engagement and respect for diversity is paramount and the practice of confidentially dealing with sensitive documentation and issues is of vital importance.

Essential Duties and Responsibilities:

- Responsible for the maintenance of County personnel files and the administration of human resources information in accordance with all federal and state legal restrictions and requirements.
- Prepares job postings as requested by Department Heads and Elected Officials. Schedules interviews and is a part of the selection committee to hire new personnel for approved vacant positions.
- Develops an orientation program for new employees, which includes providing an overview of benefit options and administer the County's wage and salary scale.
- With coordination from the Administrator, represents the County in various dispute resolutions related to employee relations, including grievances, disciplinary issues, sexual harassment investigations, and other employee-related issues, at times with assistance of legal counsel.
- Coordinates open enrollment of insurance and other benefits throughout the year.
- Responsible for the coordination of the "Family Medical Leave Act" (FMLA), short-term and long-term disability claims, risk management, and worker's compensation programs and requests.
- Prepares and files all federal- and state-mandated employment and labor reports.

- Assists the County Administrator, Finance Director and the County Treasurer, in monitoring payment schedules and recommending options to the County Board of Commissioners for the MERS (Municipal Employees' Retirement System) Benefit program.
- Assists the County Administrator with union bargaining and negotiations of all labor contracts.
- Any other duties as assigned by the County Administrator.

The above statements are intended to determine the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties by personnel so classified.

Employment Qualifications:

Education: Bachelor's Degree in Human Resources or other related field, such as Management or Business, is preferred.

Experience:

- Minimum of three (3) years of experience in human resources responsibilities.
- Excellent written and verbal communication skills.
- Skilled in the use of office equipment and technology, including substantial experience in Microsoft Office Suite and the ability to master new technologies relevant to the position. Experience with BS&A preferred.
- Ability to establish effective working relationships and to interact professionally, constructively, and diplomatically with top level administrators, other employees (both union and non-union), elected officials, and representatives of the business.

Other Requirements: Valid Michigan Driver's License; computer knowledge and experience working in computerized systems, such as Microsoft Office Suite applications, including Outlook, Word, and Excel.