



Clinton County Michigan
Is accepting applications for the position of:

Human Resources Manager

All candidates must submit an electronic Clinton County Application for Employment accompanied by a resume, cover letter and references.

Only qualified candidates who are selected for an interview will be contacted.

TITLE: HUMAN RESOURCES MANAGER – ADMINISTRATIVE SERVICES

EMPLOYEE GROUP: NON-UNION – FULL-TIME

SALARY RANGE: \$51,343 to \$61,611 annual (DOQ)

ADDITIONAL INFO: <https://www.clinton-county.org/178/Human-Resources>

APPLICATION DEADLINE: Open until filled

Supervised By: County Administrator

Supervises: Subordinate office staff

Position Summary:

Under the supervision of the County Administrator, coordinates the county's personnel and employee relations program. Coordinates the employment program, assists in many aspects of administering the wage and salary program and manages other components of the personnel system. Provides staff support to all standing committees of the Board of Commissioners.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Responsible for the supervision of office staff and employees assigned to human resources and payroll. Duties include interviewing and assisting in the hire of job candidates, training, approving leave time, reviewing and evaluating performance and dealing with employee relations issues.
2. Provides staff support to standing committees of the Board of Commissioners, including conducting research, directing and participating in special projects.
3. Administers the County's wage and salary program, including developing policies and procedures related to the pay and pension systems.
4. Assists in the research of personnel laws and regulations and determining the implications for the County personnel program. Carries out wage and benefit surveys.

- Compiles and provides analysis of information. Completes requests from other municipalities for wage and compensation surveys.
5. Coordinates the County's employment program, including job advertising. Completes pre-employment screening and background checks. Conducts new employee orientation which includes payroll paperwork, familiarization with policies and procedures and building orientation. Prepares and maintains personnel files, pay authorizations, step increases. Conducts exit interviews.
 6. Uses MUNIS financial software to prepare accurate salary and benefit projections for the annual budget. Provides "what if" projections as needed. Maintains position allocation list.
 7. Oversees processing of documents after action of the Board of Commissioners. Assists with the worker's compensation, disability and unemployment claims. Maintains on-line and paper personnel records. Remains updated on any law changes related to personnel record keeping. Informs employees of their rights under FMLA.
 8. Researches, and develops draft policies.
 9. Completes and/or supervises bi-weekly payroll procedures. Responsible for bi-weekly monthly, quarterly and annual reporting.
 10. Serves as administrative contact for all payroll, human resource-related questions and reporting. Serves as retirement contact for employees and retirees.
 11. Ensures that all relevant legal requirements for human resources are maintained. Serves as HIPAA Compliance Officer and maintains FMLA and ADA compliance. Responds to FOIA requests.
 12. Performs other duties as directed.

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the job.

Requirements include the following:

- Associate's Degree with coursework in accounting and human resources administration, and five years of progressively more responsible experience in government and personnel administration.
- The county, at its discretion, may consider an alternative combination of formal education and work experience.

- Michigan Vehicle Operator's License.
- Knowledge of the principles and practices of county administration, and skill in providing administrative support to such activities.
- Knowledge of government operations, public administration and budgeting practices.
- Knowledge of personnel recruitment and selection, compensation and benefits, labor relations, interpreting and applying human resources programs, handling sensitive situations and confidential data, maintaining detailed and accurate records, and applicable local, state and federal laws, rules and regulations.
- Ability to interact professionally, constructively, and diplomatically with top level administrators, other employees, elected officials, representatives of the business community and other governmental units and the general public.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with county employees, contractors to the county, representatives of other governmental units, professional contacts, elected officials and the public.
- Skill in the use of office equipment and technology, including substantial experience in Microsoft Suite and financial applications with the ability to master new technologies relevant to the position.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.