


JOB DESCRIPTION

<p>County of York</p>  <p>Human Resources</p>	<p>Human Resources Manager</p> <p>Status: Full-Time</p> <p>FLSA: Exempt</p> <p>Salary: \$65,000 - \$75,000</p> <p>Union: Non-Union</p> <p>Reports to: Human Resources Director</p>
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External Posting

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

The Human Resource Manager is responsible for performing HR-related duties on a professional level and works closely with the HR-Director in supporting all employees. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding/offboarding, policy implementation, recruitment, and employment law compliance.

This position will assist with direct supervision of human resources personnel.

ESSENTIAL DUTIES

- Oversee and direct county recruiting; to include placing ads on internal/external job boards, arranging interviews of selected candidates, organizing start dates, and overseeing the onboarding process.
- Communicate effectively with all employees at various levels, fostering an open-door policy.
- Liaise between benefit vendors and employees to resolve employee questions and issues.
- Ensures government compliance (OSHA, FMLA, ADA, FLSA, etc.).
- Assists Director of Human Resources with internal investigations (personnel, EEO, policy, etc.).
- Utilize and prepare reports as needed from within the county's HRIS (MUNIS), and timeclock and payroll systems.

- Oversees and provides guidance / direction on the administration of county benefits, (health, dental, retirement, STD, LTD, etc.) both during open enrollment and throughout the benefit year.
- Assist with administering various County leaves. To include but not limited to Federal and Maine State F.M.L.A., Short- and Long-Term Disability, and Leaves of Absence.
- Maintain accurate employee records and update the process as needed to maintain compliance.
- Wellness Program: Assisting with the development, implementation and documenting of County Wellness education and engagement programs. To include but not limited to annual trainings, and wellness fairs. Prepare and monitor wellness and safety grant applications and awards.
- Maintain and create new team member recognition programs, ensuring employee engagement.
- Establishes confidential legal, personnel and medical records for current employees and prospective candidates for employment.
- Assisting with preparing annual training programs and maintaining records of employee participation in training and development programs.
- File and assist with OSHA reporting/auditing, first report of injury filing and prevention programming under the County's Workers Compensation Program.
- Supervise and/or manage human resources personnel in the areas of responsibility by giving direction, monitoring performance, providing feedback and assisting with their success.
- Other duties may be assigned as required that are within the FLSA status of this position.

MIMIMUM QUALIFICATIONS

- Commitment to the Vision, Mission, and Core Values of the County of York.
- Possess a professional, friendly, team-oriented demeanor. Ability to work independently and a team environment.
- Ability to create and contribute to a culture of diversity, inclusivity, collaboration, and teamwork.
- Proficient in Microsoft Office (Emphasis on Word, Outlook, Excel)
- Bachelor's Degree Preferred; 2-4 years post education. (Relevant HR experience will be considered) AND 3+ years relevant HR experience (preferred), along with supervisory experience.
- General knowledge of employment laws and practices, including state and federal employment guidelines, policies, regulations.
- Experience in the administration of benefits, leave administration, and compensation programs and other human resources programs. (Munis, Kronos a plus).
- Desire to continue learning and improve skill sets.
- Excellent written and verbal communication skills.
- Sound judgement and confidentiality.
- Excellent organizational skills.

NECESSARY SPECIAL REQUIREMENT

- Must be 18 years of age or older.
- Must successfully pass a pre-employment screening. (Including: background, reference, and criminal check.)
- Must have a valid driver's license.
- Must be able to provide proof us U.S. citizenship or legal right to work in the United States.

PHYSICAL REQUIREMENTS

Environmental Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in the office environment. The noise level in the work environment is moderately low. There may be intermittent interruptions from phones, public inquiries, and other staff.

The employee may be required to travel for work related events.

Physical Conditions: 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.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time. The employee is frequently required to use hands and fingers to use a computer keyboard, file, write and answer the phones. The employee is frequently required to walk, talk, and hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. They may be expected to lift and/or move up to 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUBMITTAL INSTRUCTIONS

Any interested candidate must submit a York County application, resume, and cover letter to Human Resources. The position will remain open until filled, however, applications/resumes will begin being reviewed effective Thursday, July 28, 2022.

- York County applications can be located and downloaded from:
www.yorkcountymaine.gov
- Applications/cover letters/resumes can be mailed to:

York County Government
Attention: Human Resource Department
45 Kennebunk Road
Alfred, ME 04002

- Applications/cover letters/resumes may also be dropped off at the Human Resource Department located at:

York County Government Building
149 Jordan Springs Road
Alfred, ME 04002

Applications are considered based on ability, competence, and experience. It is a fundamental policy of York County Government not to discriminate based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, pregnancy, disability, status as a veteran, disabled veteran, or any other category protected by an applicable federal, state, or local law.

The intent of this position description is to provide a representative summary of duties, and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any position. Employees may be assigned job-related tasks other than those specifically presented in this description.

York County Government is an Equal Employment Opportunity Employer