

Human Resources Manager
Tuscaloosa County Commission
Salary Range 66: \$69,585.62 - \$88,850.84

JOB SUMMARY:

The Human Resource Manager (HRM) position is responsible for administering the Tuscaloosa County Personnel Department, subject to the Civil Service Act, including reviewing, implementing, and interpreting county policies and procedures. The HRM reports to and receives general direction from the County Administrator and the Chairman of the County Commission. This is a professional, exempt position and is further responsible for recruitment, selection, budgeting, office management, training, supervision, new employee orientation programs, and employee benefits, along with Civil Service Board activities. Additionally, this position may manage workers' compensation cases and return to work programs, as well as the county's self-insured health benefits package in conjunction with the benefits administrator.

DUTIES AND RESPONSIBILITIES:

- Responsible for recruitment and selection activities for all positions within the county's personnel system.
- Helps implement and optimize the NeoGov HR software or similar.
- Directs and performs applicant interviews or arranges interviews by officials and department heads.
- Establishes and administers appropriate selection testing devices.
- Supervises the maintenance of classification and compensation plans. Prepares and presents materials to support classification and pay plan changes, and other personnel action; conducts pay surveys and makes recommendation for the adjustment of salary ranges to take account of labor market conditions, turnover, experience, job requirements or other factors.
- Assists in the administration of the worker's compensation, benefits, programs, and self-insured programs.
- Corresponds with providers and attorneys on problem cases which may include attendance and testimony in legal proceedings as required.
- Bids, evaluates proposals, and makes recommendations for life and health insurance policies, reinsurance policies, and third-party administrators.
- Coordinates compliance reporting and calculation of fees for self-insurance, as required.
- Provides retirement counseling to employees.
- Hires, trains, evaluates, and supervises daily activities of subordinate staff.
- Assists Finance Director with projections for personnel costs for preparation of each department's fiscal year budget.
- Develops and maintains new employee orientation program.
- Subject to the county's Civil Service Law, evaluates new and existing personnel policies and procedures to determine legality and effectiveness.
- Maintains knowledge of federal and state labor laws and regulations and makes recommendations for personnel practices and reporting procedures to comply with federal and state laws and regulations, in consultation with the county attorney.
- Serves as County's EEOC officer.
- Reviews and recommends disciplinary actions consistent with Civil Service Board

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policy and applicable law.

- Attends courses, conferences, and meetings, and reads journals and professional publications to maintain expertise.
- Provides assistance to the general public, county employees, elected officials and department heads regarding personnel questions and problems.
- Assist the secretary of the Civil Service Board, including attendance of Board meetings;
- Performs related duties as required.

SUPERVISION EXERCISED:

Trains and supervises assigned subordinate staff.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of Alabama Workers' Compensation laws. Comprehensive knowledge of principles and practices of personnel administration and management. Verbal skills to communicate information to the Civil Service Board, county officials, subordinates, county employees, and the general public. Training skills to transfer information to county employees on variety of HR topics. Writing skills to develop effective correspondence, policies, complete reports and maintain records. Computer skills necessary to operate cloud-based tools for HRIS as well as recruiting, testing, requisition workflows and general desktop applications. Reading skills to understand state and federal laws and regulations, legal reports, and decisions. Math skills to determine salaries, develop budgets, make projections, and administer classification plans. The ability to evaluate and negotiate health insurance and reinsurance plans. Ability to maintain effective working relationships with elected officials, department heads, county employees, and the general public. Ability to administer the Tuscaloosa County Civil Service Act, and to inform all officials and county staff on rules and regulations, benefits, risks, and precedence of application.

QUALIFICATIONS AND REQUIREMENTS:

MINIMUM REQUIREMENTS

- Bachelor's Degree in Human Resource Management, Business Administration, or related field.
- 8 years experience in the field of human resources in a management or generalist position.
- 3 years supervisory experience.
- Valid driver's license.
- Strong problem solving, troubleshooting and customer service skills.
- Subject to background check and drug test.

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PREFERRED REQUIREMENTS

- Alabama Certified Public Personnel Administrator (ACPPA) designation
- Experience in the local government sector
- Administrator experience in NEOGOV software environment

PHYSICAL DEMANDS & WORK ENVIRONMENT:

PHYSICAL DEMANDS

Work is essentially sedentary with occasional walking, standing, bending, and carrying.

WORK ENVIRONMENT

Work is normally performed in an office environment.

CONDITIONS OF JOB OFFER AND EMPLOYMENT:

- Possess and maintain a valid Driver's License
- Complete Background Check (repeated periodically during employment) including, but not limited to:
 - Social Security Record Inquiry
 - Criminal History Inquiry
 - Sex Offender Database Inquiry
 - Motor Vehicle Report/Driver's License/Driving Record Inquiry
 - Past Employment Verification
 - Education Verification
 - Subject to Criminal Justice Information Systems (CJIS) background standards. Candidates who receive a conditional offer of employment must be fingerprinted and will have their fingerprints used to check the Criminal History Records of the State of Alabama Public Safety and the Federal Bureau of Investigation. Any records returned will be reviewed to determine the candidate's suitability for the job.
- Pre-employment drug test at county designated test location
- E-Verify Eligibility to Work in United States
- Six Month Probationary Period
- Work a minimum of 40 hours per week and beyond normal work shift or schedule