

Human Resources Manager
Tuscaloosa County Commission
Salary Range 66: \$79,848 - \$101,941

JOB SUMMARY:

The Human Resources Manager (HRM) position is responsible for managing 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. 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 insurance and benefits administrator.

DUTIES AND RESPONSIBILITIES:

- Responsible for recruitment and selection activities for all positions within the county's personnel system.
- Helps implement and optimize human resources information system (HRIS) software.
- Work with Department Heads and officials to support the applicant process.
- Establishes and administers appropriate selection testing processes.
- 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 works with Administration to make recommendations 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 the county's legal counsel on problem cases which may include attendance and testimony in legal proceedings as required.
- Assists in the bidding, evaluation, and recommendations for life and health insurance policies, reinsurance policies, and third-party administrators.
- Assist with compliance reporting for insurance.
- Provides retirement counseling to employees.
- Works with Administration to hire, train, evaluate, and supervise daily activities of subordinate staff in Administration.
- Assists Finance Director with projections for personnel costs for preparation of each department's fiscal year budget.
- Develops and maintains new employee orientation program.
- Works with Administration to evaluate new and existing personnel policies and procedures to determine legality and effectiveness, subject to Civil Service law.

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- 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's legal counsel.
- Serves as County's EEOC officer.
- Attends courses, conferences, and meetings as approved by Administration, and reads journals and professional publications to maintain expertise.
- Provides assistance to the public, county employees, elected officials and department heads regarding personnel questions and problems.
- Assists the secretary of the Civil Service Board, including attending Board meetings.
- Performs other duties, as assigned.

SUPERVISION EXERCISED:

- Trains and supervises assigned subordinate staff.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

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 public. Training skills to transfer information to county employees on a variety of HR topics. Writing skills to develop effective correspondence and 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 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. Comprehensive knowledge of Alabama Workers' Compensation laws.

QUALIFICATIONS AND REQUIREMENTS:

MINIMUM REQUIREMENTS

- Bachelor's Degree in Human Resources Management, Business Administration, or related field.
- Five (5) years of increasingly responsible professional experience to include two (2) years of administrative or supervisory experience

OR

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- Graduation from an accredited four-year college or university with a Master's degree in any major AND three (3) years of increasingly responsible professional experience to include two (2) years of administrative or supervisory experience
- Valid driver's license.
- Strong problem solving, troubleshooting and customer service skills.
- Subject to background check and drug test.

PREFERRED REQUIREMENTS

- Experience in the local government sector
- Administrator experience in HRIS software
- Advanced credentials or certification in the field (i.e., SHRM-CP, SHRM-SCP, etc.)

PHYSICAL DEMANDS & WORK ENVIRONMENT

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