

Sierra County Human Resources Director

Position Title: Human Resources Director

Department: Administration

Salary Grade: See Pay Plan

Overtime Compensation:

Holiday Pay:

Probationary Period:

Not Eligible

See Sierra County Personnel Policy, Ordinance No. 09-006 regarding Holiday Pay.

Does not accrue vacation or sick leave.

Employee must complete 9 month probationary period with satisfactory evaluation.

F.L.S.A.: Exempt, full-time position ***Classified***. Subject to Sierra County Personnel Policy Ordinance 09-006.

Reports to: County Manager **Job Summary:**

Under the supervision of the County Manager this position performs a wide range of personnel, legal and insurance functions. The position will be responsible to compile, organize and maintain all personnel files as required by Sierra County Personnel Policy. This position will be responsible to maintain all legal files. Will send and maintain correspondence with the Association of Counties and any legal council as required under litigation. Will be responsible to maintain current insurance coverage on all Sierra County property. Will attend meetings representing the County Manager. Will be responsible to assure full compliance with the Sierra County Personnel policy.

Minimum Requirements:

Preference will be given to any applicant with a minimum of two- (2) year's college experience or a degree in related field. Must possess a valid drivers license. Minimum of (2) years experience in the area of personnel and legal requirements of County Government. Must be familiar with the State and Federal Laws regarding employment. Must have the ability to analyze data, develop and compose comprehensive reports and research zoning knowledge and understanding of Fair Labor Standards Guide. Knowledge and ability to perform Accounts Payable process and issuing warrants for payment of services that have met the requirements outlined in Purchasing Policies, in a timely manner. Must have the ability to communicate effectively in written and oral English.

Essential Duties:

1. Oversee personnel matters.
2. Maintain personnel files as required by Sierra County Personnel Ordinance.
3. Enforce and direct policies as required by Sierra County Personnel Ordinance.
4. Recommend changes as needed for the Sierra County Personnel Ordinance.
5. Maintain current job descriptions for all departments.
6. Processing and maintenance of child support orders and garnishments and timely reporting of deductions.
7. Reporting and processing of unemployment claims.
8. Processing payroll biweekly.
9. Timely reporting of biweekly and monthly employee payroll and tax deductions.
10. Timely reporting of quarterly and year end reports:
11. Submit process and maintain employee insurance and reporting of COBRA Notifications.
12. Distribution of new hire documents to new employees.
13. Annual distribution of W-4's.
14. Set up pre-employment requirements.
15. Handle legal correspondence, assist in compiling the necessary documents for attorneys, responsible for distributing that information to attorneys, as directed by the County Manager, County Attorney or New Mexico Association of Counties and maintenance of legal files
16. Maintain current insurance on all county property and county vehicles.
17. Maintain all documentation (titles, registrations, etc) for current county vehicles and ensure all documents are obtained for current vehicles designated for auction.
18. Submitting White Sands Missile Range Rider Invoicing into Dept of Defense WAWF system and when monies are received ensuring that the Finance Dept issues payment to Range Rider.
19. Monthly reporting of the Department of Labor Bureau of Labor Statistics
20. Compile and submit requested information for the annual SCAAP report
21. Compile and submit requested information for the annual Exigis reporting thru the NMAC
22. Submit biweekly NM New Hire reporting
23. Compile and submit information for the quarterly Workplace Solution Multi Worksite Report
24. Overseeing hiring process:
 - a. Posting of vacant position(s)
 - b. Reviewing and rating of applicants, with department heads
 - c. Coordinating and sitting in on interviews.
 - d. Notification to applicant selected and applicants not selected.
25. Oversee budget process for salaries and benefits, as directed by Manager.
26. Oversee fiscal year end and calendar year end process and GASB reports.
27. Processing and distribution of W-2's and timely submission of W-3 to Social Security Admin.
28. Overseeing process of Worker's Compensation Claims and following thru with claim until claim is closed.
29. Overseeing process of accident claims to NMAC and following thru with repairs of vehicle or property, until claim is closed.
30. Coordination of Hep Series shots for safety sensitive employees.
31. Overseeing Worker's Compensation Annual Audit
32. Providing documentation to auditors during annual fiscal year audit.
33. Random drug testing and process.

Work Environment:

Perform essential duties 75 to 85 percent indoors under a controlled temperature environment the balance of the job duties will be outside in various temperatures and conditions, depending on the weather. Inside work will be on flat carpeted, wood, concrete, or tile surfaces. Outside work will be exposed to dust and fumes, normal construction environments and normal outside weather conditions. The position will be exposed to long working hours, some travel, mental stress and tension.

Equipment, tools and materials:

In performing the essential duties the following is a list of items needed in job performance:

Maps, Copier, Vehicle, Fax Machine, Telephone, Computer, Type writer, general office supplies and equipment, overhead projects, word processing software, presentation software, accounting software, adding machine.

The administration office clerk can be utilized for general typing and filing and other assistance as needed by this position. Any job performance outside the scope of the office clerk should have prior authorization from the County Manager.

Mental Functions:

1. Must be able to use independent judgment in various situations and recommend appropriate action.
2. Must be able to set priorities and organize assigned tasks.
3. Must be able to write reports, summaries, correspondence and other documents in proper format, using correct punctuation, spelling, and grammar.
4. Must be able to research and analyze data, to apply policies and procedures and to present conclusions effectively in oral and written form to senior staff, the Commission and the general public.
5. Must be able to work effectively with the public and county staff. Must have great communication skills and diplomacy in handling issues that affect the public. Must be able to change position on any issue when presented with an alternative that offers a better situation.

Physical Functions:

1. Must be able to sit, stand and work intermittently throughout the workday.
2. Must be able to lift, carry, push and pull up to 25 pounds occasionally.
3. Must be able to work with arms extended and bent on a frequent basis.
4. Must be able to use hands and fingers in order to grasp/manipulate various office equipment and materials needed to perform essential duties.
5. Must be able to coordinate the use of hands and eyes in operation of vehicle and office equipment.

Note: This job description has been designed to indicate the general nature and level of work performed by the employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all the duties and responsibilities required of the individual assigned to this position. At the discretion of the County Manager the job duties can increase and or decrease.

Approved and hired this _____ day of _____, _____ by

Human Resources Director

Department Head

Employee