

Classification Title: Human Resources Officer

FLSA Status: Exempt

BRIEF DESCRIPTION: Manages a Human Resources program for a large, complex department. Position coordinates, plans and administers personnel programs which are usually broad and well developed. Work includes: short-range planning, modification and administration of personnel programs and services for defined department usually having frequent growth and change in structure and programs. Work is moderate in scope and complexity based on moderate size, nature, and make-up of work force.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Coordinates the implementation, administration and communication of numerous, well-established employee related policies, and programs; HR benefit information, compensation/classification programs and payroll related issues.
2	S	Distributes and ensures appropriate information, materials and training programs are provided on benefits, recruiting, compensation/classification, payroll and coordinates work with employees to disseminate information or to schedule employee meetings.
3	S	Responds to department and employee inquiries regarding employment policy, benefits administration, compensation issues or employment-related legal questions.
4	S	Implements departmental policies and procedures and explains regulations, procedures or legal limitations to employees and management.
5	S	Assists with development, implementation and communication of all departmental policies and procedures. Ensures appropriate training for all personnel.

CLASSIFICATION REQUIREMENTS:

Education	Bachelor’s Degree in Business Administration, Public Administration, Human Resources Management or a related field.
Experience	Five years of experience in human resources administration.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None
Reading	Advanced
Math	Intermediate
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Assists with budget preparation of department budget, as related to position or Human Resources needs. Reviews and approves expenditures of relevant budgeted funds for the department or does research and prepares recommendations for budget expenditures.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires contact with the department head, with training, wage & hour and other technical specialists outside the agency. Frequent contact is required with own personnel staff, with the department managers, and with various County Budget and Human Resources staff for interpreting or requesting information to maintain control and coordination.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computers, printers and related software.

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Ware
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None.