



CALHOUN COUNTY COMMISSION

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County Administrator

GLORIA FLOYD

County Attorney

December 8, 2020

The Calhoun County Commission is accepting résumés for the position of:

Human Resources Manager

This is a full time and FLSA exempt position with a complete benefit package.
Salary will be based on qualifications.

Application letter and résumé should be submitted to:

Calhoun County Commission
Attn: Mark Tyner, County Administrator
1702 Noble Street, Suite 103
Anniston, Al 36201

Submittals will be accepted until the position is filled.

Electronic submittals should be sent to: mtyner@calhouncounty.org

Job announcement and description is available on <https://www.calhouncounty.org/>

Calhoun County is an equal opportunity employer.

JOB TITLE: Human Resources Manager

FLSA: Exempt

DEPARTMENT: Calhoun County Commission

SUPERVISOR'S TITLE: County Administrator

Definition

The Calhoun County Human Resources Manager plans, develops, organizes, implements, directs and evaluates the county's human resource function and performance in coordination with local officials and department heads and under the supervision of the County Administrator. The HR Manager evaluates and advises on the impact of long range planning of county programs and strategies as well as regulatory action as those items impact the attraction, motivation, development and retention of the human capital of the organization.

This position develops strategic human resource planning models to identify competency, knowledge and talent gaps and develop specific programs for the filling of the gaps. Areas of activity will include personnel management through proper succession planning programs for key positions, training and development programs for preparing employees for more significant responsibilities and general professional development programs to enhance employee knowledge and understanding of the business of the county and local government.

Strong leadership, management, budgeting, and communications skills are essential. The incumbent is expected to understand and advocate for the strategic priorities and core values of the county and its officials, and must be capable of providing pertinent, professional, trustworthy, and timely advice to local officials and department heads.

Most work is conducted through face-to-face, telephone, and email collaboration. Performance is reviewed by the County Administrator to ensure conformance to established policy and directives.

Incumbents must be able to provide reliable transportation and have a current driver license.

This position is subject to a background check and verification of provided credentials.

Examples of Work Performed

Participate in the development of the county's plans and programs as a strategic partner but particularly from the perspective of the impact on people.

Coordinate closely with the Calhoun County Civil Service Board on personnel and staffing issues for civil service-covered positions to ensure compliance with law and regulations.

Translate the county's strategic plans and priorities into human resources strategic and operational plans.

Develop staffing strategies and implementation plans and programs to identify talent within and outside the organization for positions of responsibility. Identify appropriate and effective external sources for candidates for all levels within the organizations.

Administer and develop progressive and proactive compensation and benefits programs to provide motivation and incentives for effective performance management and programs for the short and long-range health and welfare protection of employees, such as health insurance, dental insurance, retirement plans, safety programs, and employee morale initiatives.

Develop programs to allow the county to embrace applicants and employees of all backgrounds and to permit the full development and performance of all employees.

Continually assess the competitiveness of all programs and practices against the relevant comparable companies, other government agencies, industries and markets.

Establish credibility throughout the organization with management and the employees in order to be an effective listener and problem solver of human resources issues, and maintain active HR communication with the workforce through regular updates regarding opportunities, maintenance of required regulatory information postings in county facilities, and interaction with employees.

Develop, enhance, and enforce appropriate standardized and organization-wide policies and programs for effective and efficient management of the human resources of the county, such as employee relations, affirmative action, sexual harassment, employee complaints, external education and career development.

Manage the human resource information systems database and generate necessary reports for critical analyses of the HR function and the human resources of the county.

Assist officials and department heads with integrating organization-wide HR initiatives into the activities, programs and strategic plans of other departments throughout the organization.

Serve as a link between management and employees by handling questions, interpreting and administering employee contracts and helping resolve work-related problems.

Advise county officials, department heads, supervisors, and employees on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend policies and best practices.

Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and representing county officials and department heads regarding the disciplinary procedures of the civil service.

Administer the county's benefits program, make recommendations to officials on coverage changes, coordinate the work of employee benefits committee, answer employee questions about benefit programs, assist employees with difficult benefits situations, and review processing of benefit payments.

Oversee employee recruiting, interviews and applicant selection processes for non-civil service positions and support and assist, as needed, similar functions for civil service positions.

Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations.

Plan, organize, and coordinate the personnel and labor relations activities of the county and represent the county at personnel-related hearings and investigations in coordination with legal counsel as needed.

Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion, and employee benefits.

Analyze data and reports to identify and determine causes of personnel problems and develop recommendations for improvement of organization's personnel policies and practices.

Prepare and follow budgets for personnel operations and assist department heads and officials with personnel-related budget matters.

Analyze, plan, develop and conduct employee training covering topics such as supervision, performance assessment, onboarding and employee orientation, employee professional development, supervisor training, regulatory and legal compliance, health and safety programs, and interviewing procedures.

Conduct exit interviews to identify reasons for employee termination.

Assist county officials and the Civil Service Board, as needed, with the evaluation, classification and rating of occupations and job positions.

Study legislation, arbitration decisions, and collective bargaining contracts to assess relevant trends and to maintain a proactive strategic human resources posture.

Prepare personnel forecast to project employment needs and assist with allocation of human resources, ensuring appropriate matches between personnel and county needs.

Develop or administer special projects and incentives in areas such as employee awards.

Investigate and report on employee-involved accidents for insurance carriers.

Analyze, develop, and recommend changes to policies and procedures to establish competitive programs and ensure compliance with applicable federal, state and local rules and regulations such as employment discrimination, sexual harassment, FMLA, FLSA, EEO, and ADA.

Other duties as assigned.

Knowledge

Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Law and Government — Knowledge of, and ability to research and locate, laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Mathematics — Knowledge of arithmetic, algebra, geometry, statistics, and their applications.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Speaking — Talking to others to convey information effectively.

Coordination — Adjusting actions in relation to others' actions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Negotiation — Bringing others together and trying to reconcile differences.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Persuasion — Persuading others to change their minds or behavior.

Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Time Management — Managing one's own time and the time of others.

Service Orientation — Actively looking for ways to help people.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Instructing — Teaching others how to do something.

Abilities

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Written Comprehension — The ability to read and understand information and ideas presented in writing.

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Speech Recognition — The ability to identify and understand the speech of another person.

Written Expression — The ability to communicate information and ideas in writing so others will understand.

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Speech Clarity — The ability to speak clearly so others can understand you.

Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).

Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.

Selective Attention — The ability to concentrate on a task over a period of time without being distracted.

Desired Work Style

Integrity — Job requires being honest and ethical.

Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations.

Leadership — Job requires a willingness to lead, work with other leaders, take charge, and offer opinions and direction.

Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Initiative — Job requires a willingness to take on responsibilities and challenges.

Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.

Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

Persistence — Job requires persistence in the face of obstacles.

Analytical Thinking — Job requires analyzing information and using logic to address work-related issues and problems.

Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.

Social Orientation — Job requires preferring to work with others rather than alone, and being personally connected with others on the job.

Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

Achievement/Effort — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

Innovation — Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.

Required Education and Experience

Candidate must hold Alabama Association of Public Personnel Administrators certification or otherwise be able to obtain said credential within twenty-four months of hire.

International Public Management Association for Human Resources Certified Professional (IPMA-CP) credential is desired but not required.

Candidate must possess a four-year bachelor's degree or equivalent with studies in human resources, public administration, business management or a related field; and, candidates must meet at least one of the following criteria:

- A. At least four years of progressively responsible work experience in human resources or a closely related field. Work experience must be in the public sector.

Or,

- B. At least two years of work experience as specified above, combined with post-graduate education (masters-level, graduate certificate, or above) providing a combined work and education total of four or more years.