

LEE COUNTY COMMISSION

Chairman
Bill English, *Probate Judge*
Mailing Address:
P.O. Box 666
Opelika, AL 36803-0666
(334) 737-3660



Lee County, Alabama Est. 1866

Members
Sheila H. Eckman, District 1
Johnny Lawrence, District 2
Gary D. Long, District 3
Robert Ham, District 4
John Andrew Harris, District 5

Position Announcement #COM03-16-04

Human Resources Director

Closing Date: May 13, 2016

DEPARTMENT: Commission Office

STATUS: Full-time/ Exempt

PAY GRADE: 22

STARTING ANNUAL SALARY RANGE: \$57,116.80 - \$60,632.00

SCOPE: This position is responsible for managing the county's human resource functions.

REQUIRED HOURS OF AVAILABILITY:

- Mostly 8:00am-5:00pm; Monday through Friday

EXAMPLES OF DUTIES PERFORMED:

- Advises employees and supervisory personnel of county policies and procedures regarding employment practices.
- Advises supervisory personnel in resolving employee performance issues; assists with the development of disciplinary actions.
- Prepares, coordinates, and conducts employee and supervisor training on HR related issues.
- Oversees payroll changes and processing.
- Prepares correspondence in response to FMLA requests and maintains the status of each employee on leave.
- Assists supervisors, department heads, and Appointing Authorities with the recruitment and selection process.
- Assists departments with Workmen's Compensation reporting and claims processing.
- Performs annual review of Personnel Policies and Procedures Manual to ensure compliance with federal, state, and local regulations; works with Appointing Authorities to ensure efficiency of processes and recommends changes; maintains employee handbook.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and performs other research to remain current on HR principles and practices and to ensure county compliance with federal, state, and local regulations.
- Responds to unemployment claims and represents the County as necessary.
- Formulates job descriptions for new positions and assists Appointing Authorities with the proper placement of the position in the pay and classification plan; presents new positions to Commission for approval.
- Oversees enrollment and maintenance of employee benefits programs; coordinates, promotes, and executes the annual Benefits Fair.

SUMMARY OF QUALIFICATIONS:

- High proficiency in Microsoft Office applications (Word, Excel, Access, Power Point, etc.).
- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in Human Resource Management, Public Administration or related course of study.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Knowledge of applicable Federal, state and local laws and regulations and public sector policies, practices, and procedures
- Knowledge of research principles and methodologies.
- Ability to handle confidential information with tact and discretion.
- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involved with County activities and policies.
- Skill in public and interpersonal communications/ written and oral communication.
- Skill in multi-tasking, time management, and information organization.
- Possession of a valid driver's license issued by the State of Alabama.

Applicants should apply at the Lee County Commission Office Monday through Friday, between the hours of 8:30 AM and 4:30 PM.

Applications may also be mailed to:

ATTN: Personnel Department, Lee County Commission, P.O. Box 666, Opelika, AL 36803-0666 prior to the deadline May 13, 2016.

For more information visit: www.leeco.us

Lee County is an Equal Opportunity Employer