

LEE COUNTY COMMISSION

Chairman
 Bill English, *Probate Judge*
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Members
 Doug Cannon, District 1
 Ross Morris, District 2
 Gary D. Long, District 3
 Tony Langley, District 4
 John Andrew Harris, District 5

JOB ANNOUNCEMENT

Job Title: Human Resources Director	Hours of Availability: Monday-Friday; 8am-4:30pm
Closing Date: Until Filled	Position Announcement: COMM28-2023-02
Work Location: Lee County, AL	
Division/Department: Commission	
Reports to: County Administrator	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Pay Range: \$76,750.95 - \$88,263.59

JOB SUMMARY: Facilitates the implementation of services, policies, and programs for Lee County through planning, organizing, and directing the operations and activities of the Human Resources Department.

- ESSENTIAL JOB FUNCTIONS: **-excludes Sheriff Office Personnel**
- Plans, organizes, directs, supervises, and coordinates the operations of the County’s Human Resources Department.
 - Advises employees, supervisors, department heads, and appointing authorities of county personnel policies and procedures regarding employment practices.**
 - Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promotes a high level of employee engagement.
 - Maintains 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 to the Chief Administrative Officer for Commission approval; maintains employee handbook.
 - Establishes the annual goals for the Human Resources Department in consultation with the Chief Administrative Officer.
 - Monitors and advises supervisors, department heads, and appointing authorities in the progressive discipline system of the County in resolving employee performance issues; assists with the development of performance improvement plans. **
 - Assists with exit interviews and termination paperwork.
 - Reviews, guides and recommends actions regarding compensation, promotion, reassignments, discipline, and employment terminations.**
 - Works in conjunction with Chief Administrative Officer in grievance process and due process procedures.**
 - Investigates employee complaints and other personnel related issues.**
 - Prepares, coordinates, and conducts County wide training programs that address county needs including training assessments, supervisor training on HR related issues, new employee orientation, ethics, diversity, leadership, customer service, performance evaluation, supervision, applicant screening and selection, harassment, EEO laws, FLSA, FMLA, and management development.**
 - Leads the implementation of a performance evaluation system that includes annual and probationary performance evaluations, performance development plans, and employee development programs.**
 - Advises supervisors, department heads, and appointing authorities in standard recruiting and hiring practices and procedures necessary to attract an exceptional workforce. **
 - 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.
 - Assist the Chief Administrative Officer with updating the County wage and salary structure, pay policies and monitoring various pay systems within the county for effectiveness.
 - Leads competitive market research to establish pay practices and pay scales that help to recruit and retain staff.
 - Oversees enrollment and administers a comprehensive employee benefits program, including accident and dental insurance, life and disability insurance, unemployment and worker’s compensation, retirement, tuition reimbursement, credit union services, flexible spending benefits, wellness programs, and employee assistance program.

- Oversees the process for notifying benefit vendors with updated employee benefit information such as enrollments, changes, and cancellations and reviews for accurate and timely submissions.
- Oversees and reviews for accuracy the inputting of pay rate and benefit deduction changes and other withholdings such as child support, Chapter 13, civil cases, student loan repayments, etc. into the payroll system prior to payroll processing.
- Leads County compliance with all related labor, legal and government reporting requirements including the Equal Employment Opportunity (EEO), the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), the Department of Labor, Fair Labor Standards Act (FLSA), workers compensation, etc. Works to minimize County exposure to lawsuits.
- Monitors current, newly adopted, and proposed legislation, rules and regulations and disseminates information to department officials and staff regarding same.
- Ensures compliance with the county substance abuse policy to include scheduling of random, post-accident, reasonable suspicion, pre-employment, and return to work drug and alcohol screenings; assistance with employee rehabilitation program maintenance; monitoring of results and file maintenance.
- Manages all documents related to each employee in the respective master file and ensures confidentiality requirements are met.
- Protects the interests of the County and employees in accordance with County Personnel policies and governmental laws and regulations.
- Responds to all employee verifications from outside agencies, financial institutions, and private businesses.
- Oversees the maintenance and accuracy of the Human Resources website pages and social media page.
- Responds to unemployment claims and represents the county when necessary.
- Consults and works with legal counsel when necessary.
- Completes compensation and employment surveys for various agencies.
- Creates weekly, monthly, quarterly and annual reports.
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas.
- Assists citizens visiting the Commission office in the absence of designated personnel.
- Responds to citizens' questions and comments in a courteous and timely manner.
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the structure and format of county government.
- Knowledge of county and department personnel policies and procedures and the ability to apply them to work related problems.
- Knowledge of public sector human resource management theory, policies, practices, and procedures.
- Knowledge of the principles and practices of public management and administration.
- Knowledge of the principles, practices and procedures of recruitment, selection, benefits administration, development, retention, job classification and compensation, equal employment opportunity, affirmative action, fair labor standards, family medical leave and related issues and laws as applied in federal, state, and local government.
- Knowledge of federal, state, and local regulations regarding different types of garnishments and withholdings.
- Knowledge of supervisory practices and procedures.
- Knowledge of methods and procedures for maintaining personnel records.
- Knowledge of research principles and methodologies.
- Skill in the completion of basic mathematical calculations.
- Skill in the basic functions in data entry and data processing.
- Skill in public and interpersonal relations.
- Skill in the use of logic and creative processes to develop recommendations and solutions to problems.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language.

- Ability to work cooperatively with others.
- Ability to understand and follow oral and/or written policies, procedures, and instructions.
- Ability to operate office equipment such as a computer using standard or customized software applications appropriate to assigned tasks, calculator, copier, and facsimile machine.
- Ability and willingness to learn and put to use new skills and knowledge brought about by rapidly changing information and technology.
- Ability to supervise assigned staff.
- Ability to perform a wide variety of duties and responsibilities independently with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability to handle confidential information with tact and discretion.
- Integrity, initiative, and ingenuity in the performance of assigned tasks.

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in Human Resources Management, Public Administration, Management, or a closely related field; and several years of related human resources experience with some in a supervisory role; or any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform for work.
- Possession of a valid driver's license issued by the State of Alabama.

Applicants should apply at the Alabama State Employment Office or the Lee County Commission Office (215 South 9th Street, Opelika, Alabama) Monday through Friday, between the hours of 8:30 AM and 4:30 PM. An employee in this position is subject to random drug/alcohol testing. Interested applicants may also fax a completed application to (334) 737-3609 or emailed to humanresources@leeco.us by the closing date.

Previous applicants should reapply. For more information visit: www.leeco.us.

Lee County is an Equal Opportunity Employer, we will recruit, hire, train, promote, discipline, and discharge in all eligible job groups without unlawful discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, marital status, political affiliation or genetic information or any other characteristics protected by law. To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described in accordance to Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131).