

PERSONNEL MANAGER

DEFINITION

This is a single mid-level management position reporting to the Personnel Director or County Administrative Officer. The position is responsible for the leadership of professional and technical staff. Duties include assisting the department in the overall management and administration of Personnel and any other functions. The position requires strong energetic leadership skills, providing specific expertise to the organization on a variety of issues. The Personnel Manager will also serve as Assistant Safety Officer and is responsible for assisting the implementation of the County's safety programs and coordinating procedures, and information County-wide.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Personnel Director or County Administrative Officer; provides lead direction to lower level staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Performs general administrative duties as required.

Directs oversight of professional Personnel staff, including those assigned to benefits who organize, evaluate and maintain County employee life insurance, health insurance and disability benefit plans, and Workers Compensation.

Analyzes plan experience data, plan costs, trends and utilization statistics and makes recommendations regarding plan modifications for enhanced benefits, cost containment and effective administration.

Compiles and organizes data for a variety of reports and special projects, collect and assemble data and background materials for presentation.

Completes and processes a variety of forms, maintains inventory, orders supplies and materials, develops schedules and calendars, maintains computer recordkeeping operations, create and ensure the integrity of databases and charts, etc.

Assists the Personnel Director or County Administrative Officer in any work assignment requiring the data collection and/or report preparation from existing format or from scratch.

Prepares and proofreads a variety of reports, statistical charts, legal notices, agendas, contracts and news releases.

Prepares Agenda Item Transmittals, Board Reports, Resolutions with accompanying Exhibits.

Responds to complaints and requests for information on regulations, procedures, systems and precedents relating to assigned department.

Verifies and reviews materials for completeness and conformance with established regulations and procedures.

Make presentations to groups of applicants, employees, and members of the public on personnel or safety matters.

Assists the Personnel Director or County Administrative Officer in monitoring of accounts payable and accounts receivable.

Maintains the County's Position Allocation List (PAL) annually aligning the PAL to the Final Budget.

Maintains the Book of Classification Specifications (Class Specs) and the List of Class Specs and Salary Ranges.

Receives, reviews, and processes payroll/personnel transactions.

Data entry into the County's automated HR/Payroll system, benefit websites, including enrollments into the California Public Employees' Retirement System CalPERS ensuring accuracy.

Assists the Personnel Director in processing and maintaining the county's workers' compensation process.

Maintains the Personnel/Payroll systems benefit tables, making annual updates and processing global benefit updates for all benefits ensuring the accuracy and completion within the pay cycle they become effective.

Manages the Health Plans and other Employee Benefit Plans.

Conducts new employee benefit orientations including the distribution of benefit plans information forms and benefit rate sheets.

Responds to inquiries from employees and the public regarding Employee Benefit Plans.

Plan, develop and coordinate the County's safety programs in compliance with state and federal guidelines and regulations.

Recommends appropriate policies and procedures related to County's safety, Injury and Illness Prevention Program (IIPP), and employee wellness programs.

Performs policy research and analysis, develop occupational safety compliance procedures, and make recommendations on a variety of program related issues and concerns.

Provides information to County personnel regarding changes in pertinent laws and regulations, including Cal/OSHA and federal and state regulations related to safety issues; act as a resource person regarding mandated state and federal safety requirements.

Promotes preventative programs to identify and reduce risk from potential hazards in the workplace, delegating where appropriate.

Provides consultation, guidance and technical assistance to departments on matters related to workplace safety, including but not limited to Cal/OSHA standards.

Coordinates, plans, and assists the Personnel Director in facilitating the County's Safety Committee meetings and provide technical assistance to members, train Safety Representatives from County departments in a variety of safety precautions, injury prevention programs and employee wellness issues.

Acts as primary resource to assist departments in determining appropriate safety standards for their staff and assessing potential loss controls problems/issues in order to develop a continuous and comprehensive loss prevention program; recommend plans for meeting legal requirements as well as establishing and maintaining safety principles for employees and the public.

Provides systems and procedures guidance to assist departmental personnel in complying with State and Federal occupational safety and health compliance standards.

Performs or oversees audits of operations, facilities, and equipment; helping to identify unsafe practices, procedures, and conditions; recommend corrective actions; conduct follow-up to promote the implementation of corrective action.

Develops, implements, and maintains County-wide and specialized training programs to enhance and encourage employee awareness of occupational safety issues in the workplace and to support the County's safety, injury prevention and wellness programs; plan and coordinate training activities; schedule classes; participate in the development of courses, handbooks, manuals, course outlines and other informational/educational materials.

Visits facilities County-wide to conduct inspections, evaluations, training and to participate in meetings.

Investigates serious accidents and/or incidents of injury or property damage at County worksites to ascertain cause and need for corrective action; develop and implement measures and strategies to prevent their recurrence in order to meet long-range loss-reduction goals; advise departments as to the keeping of records.

Attends a variety of meetings with staff, other departments/divisions, boards, committees, and/or outside agencies as appropriate; prepares presentation materials and meeting agendas/minutes; disseminates meeting information to departmental staff.

Uses a personal computer or other data processing equipment to input, access, and process information.

Performs routine clerical duties as required, including but not limited to typing reports and correspondence, copying and filing documents, entering computer data, assembling materials, faxing information, answering the telephone, processing mail, etc

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws and regulations.

Modern office practices and technology, including the use of computers for data and word processing.

Computer software functions of and use, especially modern human resource management, database management, word processing, and spreadsheet software.

Basic budgeting procedures and techniques.

General principles of personnel administration.

Personnel Department functions.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Principles and procedures of filing and record keeping.

Business letter writing and report preparation.

English usage, spelling, grammar, and punctuation.

Ability to:

Learn, understand and interpret pertinent federal, state and local laws, codes and regulations.

Learn and apply departmental policies, procedures and rules.

Perform responsible and difficult secretarial, technical and paraprofessional personnel work involving the use of independent judgment and personal initiative.

Learn the advanced functions of modern human resource management, database management, word processing, and spreadsheet computer software.

Compile and maintain records.

Independently prepare correspondences and memorandums.

Plan, organize, and schedule meetings.

Proficiently perform required tasks using modern office equipment including a personal computer using word processing and related software.

Respond to requests and inquiries from the public.

Work independently.

Maintain records and prepare required reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Remains abreast of current trends in personnel and benefits administration.

Maintain confidentiality as required.

Fostering an environment that is culturally diverse.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three (3) years of progressively responsible professional human resources/personnel administration experience which includes at least one (1) year in employee benefits administration. Two (2) years of this experience must also have been in a full-time supervisory capacity.

Training/Education

Equivalent to graduation from a four (4) year college or university in public, business, or personnel administration, or related field

OR

Human Resources Credential such as Society for Human Resources Management (SHRM) Credential.