

**BELL COUNTY PUBLIC HEALTH DISTRICT
ADMINSTRATIVE DIVISION
POSITION DESCRIPTION
Human Resources Manager**

December 9, 2021

I. Position Title and Classification: Human Resources Manager

GENERAL DESCRIPTION:

The Human Resource Manager is responsible for daily operations of the human resources department. Their duties include managing the hiring and onboarding procedures for company employees and coordinating with members of their department to provide support to company employees regarding personal and professional incidents. They conduct exit interviews and handle sensitive employee issues and are responsible for maintaining department records and organizational charts.

ESSENTIAL FUNCTIONS:

Coordinates all new employee general required trainings
Maintains workplace privacy
Oversees conflict resolution, disciplinary process, and workplace investigations
Directs HR functions and activities, including compensation, benefits, recruitment, retention, training, staff development, employee relations, dispute resolution, regulatory compliance, personnel policies, records management, risk management, safety, health and wellness and civil service
Assures the HR activities and procedures are in compliance with all laws, policies, regulations and standards.
Develops plans and objectives to align human resource management plans with organizational plans
Provides advice and consultation to agency managers on dispute resolution, performance issues and the interpretation and correct application of policies and procedures
Mediates employee relations issues
Analyzes operational information, evaluates trends, and develops plans to meet future needs
Assures all HR issues are properly addressed and resolved
Supports the relationship between the Health District and the public
Maintains confidentiality of work-related issues and agency information
Performs other duties as required or assigned

KNOWLEDGE/SKILLS/ABILITIES REQUIRED TO PERFORM IN THE POSITION

Understanding of the Health District's mission and values
Knowledge of departmental policies, procedures, and organizational relationships
Knowledge of relevant health and safety laws
Ability to build and maintain positive relationships with colleagues
Ability to educate and coach staff
Knowledge of state and federal laws, statutes, rules, codes, and regulations governing human resource functions
Knowledge of legal, ethical, and professional rules of conduct for government employees
Ability to research and analyze principles for compensation and wage structure systems
Knowledge of design and management principles for employee benefits program
Knowledge of principles and practices of recruiting, training, workplace safety and organizational development

MINIMAL QUALIFICATIONS

1. Bachelor's degree in human resources management or equivalent.
2. Experience in human resources or related field.
3. Experience in Microsoft applications.

I have read and understand the contents of my job description. I have received a copy of my job description.

Signature of Employee

Date