

**GENESEE COUNTY
EMPLOYMENT AND BENEFITS MANAGER**

GENERAL STATEMENT OF DUTIES: Manages the County's employment and benefits functions; performs professional and technical duties in the area of employment and benefit administration; may assist in the area of labor relations; supervises professional and support staff; works under the general supervision of the Human Resources Director; performs related duties as required.

STATEMENT OF TASKS:

Assists with the development of human resources policies and procedures relating to employment and benefits;

Administers human resources policies and procedures;

Supervises staff responsible for benefit administration, employment and record keeping including human resource-related payroll activities;

Manages the administration of the County's compensation plan including development of job descriptions and determining rates of pay;

Manages and participates in the development of HRIS systems, HR intranet and internet functions, forms, procedures and methods of record keeping;

Monitors employment activities including advertising, screening of applicants and testing;

Serves as liaison with departments on employment related activities;

Assists with development and administration of department budget;

Administers collective bargaining agreements;

Prepares and maintains County job descriptions and recommends wage rates for new positions;

Participates in the development and presentation of training of County employees in human resource policies, employment and employee benefits;

Monitors the layoff and recall of County employees;

Trains staff;

Attends meetings at the direction of the Director;

Compiles and maintains required records and reports;

Utilizes a computer and related software as regular part of daily activities.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of human resource administration practices and procedures;
- Thorough knowledge of employment practices and benefit programs;
- Thorough knowledge of research techniques, wage and salary administration, training methods and job description preparation;
- Knowledge of the principles of local government organization and administration;
- Ability to formulate and communicate ideas effectively both orally and in writing;
- Ability to carry out directives;
- Ability to supervise employees;
- Ability to establish and maintain good working relationships;
- Ability to exercise good judgement and make sound decisions;
- Ability to utilize a computer and related software;
- Ability to meet deadlines;
- Ability to read, analyze and interpret complex materials;
- Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Bachelor's degree and three (3) years of related human resource experience, including experience in employee benefits and employment. Relevant experience in human resource management (in excess of the three years) may be considered in lieu of the degree requirement.

Established: December 5, 2000


Human Resources Director