

HUMAN RESOURCES REPRESENTATIVE

GENERAL STATEMENT OF DUTIES: Performs professional and technical duties, often of a confidential nature, in the administration of the various areas of the County's Human Resources /Labor Relations office, including employment, union contract administration, benefit administration, labor relations, training and research; works under the general supervision of the Human Resources Director or designee.

STATEMENT OF TASKS:

Maintains and follows employment procedures including preparing job announcements, receiving and screening employment applications and scheduling interviews and new employee orientation in compliance with County guidelines, state and federal laws;

Answers routine questions regarding County policies and Union contracts from employees, supervisors, retirees department heads and elected officials;

Administers health and welfare benefit programs including: processing changes, payments (AP/AR), preparing related communications, etc.

Conducts investigations on questionable insurance claims and prepares written reports;

Conducts new hire orientation and assures accurate information is provided by maintaining the manual;

Maintains accurate records including employee and retiree personnel and benefit files;

Reviews job analysis requests and prepares written analyses;

Responds to survey and other informational requests from outside agencies;

Prepares recruitment advertising using appropriate media;

Conducts salary surveys and compiles statistical material as required;

Assists in the maintenance of job descriptions; Participates in the labor relations process including attending negotiation meetings, research, writing proposals and other related duties as assigned;

Attends grievance hearings, maintains grievance log, researches and investigates grievances and prepares drafts of grievance answers as assigned;

Assists in the preparation of job descriptions for new positions ensuring uniformity within the County classification system;

Develops and maintains salary schedules;

Assists in designing and implementing personnel forms;

Performs research and prepares reports as directed, including design and administration of various training programs;

Performs training functions as directed.

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.

Human Resources Representative

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of human resource administration, including recruitment, selection and placement methods; employment testing, training and research techniques wage and salary administration and organizational structure; and job description preparation

Knowledge of labor relations including grievance administration and negotiations;

Knowledge of the principles of government organization and administration;

Knowledge of benefit programs;

Ability to present ideas effectively orally and in writing;

Ability to perform mathematical computations accurately;

Ability to exercise good judgment when making decisions;

Ability to use a PC in daily activities;

Ability to establish and maintain effective working relationships with department heads, employees and the general public;

Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

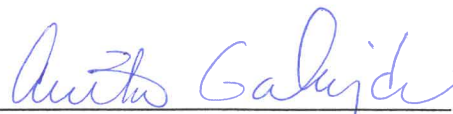
Bachelor's degree in Human Resources, Business Administration, Public Administration, Education or related field **and** (2) years of experience in in a related field or as a union official.

-OR-

Sixty semester hours of college and five (5) years of experience in human resources, benefit administration, training, labor relation or as a union official in a unionized governmental setting.

-OR-

An acceptable combination of education and experience.



Human Resources Director

Revised: May 9, 1995
 May 6, 2003
 February 28, 2007
 October 2011
 February 17, 2015
 May 30, 2019
 January 13, 2020