

### ADMINISTRATOR, PERSONNEL

**Department:** Personnel Board

**Job Code:** 910

**Pay Grade:** 114

**FLSA Status:** Exempt

**Reports To:** Personnel Board

#### JOB SUMMARY

The Personnel Administrator administers a comprehensive County merit system and ensures compliance with federal, state, and local laws and regulations. Plans, organizes, and implements recruitment and testing programs. Maintains a classification and pay system, and employee files. Provides information and interpretation of the rules and regulations for employees and supervisors. Coordinates regular and special meetings and hearing for the Personnel Board. Confers with the Board to provide information and make recommendations on policies, procedures, rule changes, and additions and deletions of classifications.

#### ESSENTIAL JOB FUNCTIONS

- Manages the day-to-day operation of the Personnel Department.
- Responds to inquiries regarding personnel matters from employees, supervisors, and the general public by telephone, in person, or in writing.
- Recommends changes in policy, procedures, and/or rules which would lead to a more efficient operation.
- Informs employees and department heads of any changes in Personnel Board policy, rules, etc.
- Assures that the department heads, commissioners, and Board are informed of any changes in employment laws which would affect the operation of the system.
- Interprets policies and rules established by the Board by responding to questions from employees and supervisors regarding the application of those to specific situations.
- Prepares for regular and special Board meetings by preparing agendas and related documents, disseminating them to Board members and informing members of the time and location of meetings.
- Prepares or oversees preparation of minutes of Board meetings and submits to the Board for approval.
- Reviews personnel transactions and forwards to payroll for processing.
- Recommends and coordinates training for employees and supervisors.
- Coordinates the filling of positions with the appropriate department heads.
- Recruits qualified candidates to fill authorized vacancies by preparing job vacancy announcement, advertising in newspapers, professional publications, and mass media as needed.
- Screens applications to assure that minimum qualifications are met.
- Administers examinations or evaluates candidates based on training and experience criteria in order to establish eligible lists of candidates.
- Documents the examination procedures according to professional standards.
- Certifies the appropriate number of candidates to departments for consideration in filling vacancies.
- Maintains a classification and pay system.
- Conducts job audits to ensure the accuracy of the job description, updates job description, or creates new job descriptions.
- Prepares job descriptions for new classifications by obtaining information from supervisors and incumbents to ensure the accuracy of job description.
- Obtains pay information from internal and external sources in order to prepare a recommendation to the Board regarding the appropriate pay level for new classifications and adjustments to existing classifications.
- Recommends deletion of obsolete classifications.

- Maintains up to date job descriptions for all classifications.
- Provides information to employees and department heads on disciplinary matters and grievances, and coordinates Board hearings, as needed.
- Provides information on due process to department heads and provides assistance in assuring that it is provided to employees.
- Reviews disciplinary actions and grievances to assure that proper procedures were followed.
- Coordinates Board hearing as needed by notifying all parties of the date and time of hearing, assuring that the Board has all relevant information prior to the hearing.
- Answers employee questions regarding their rights under the rules and regulations as it relates to disciplinary matters and grievances.
- Issues subpoenas.
- Prepares and maintains files and records pertaining to departmental operation and employees.
- Prepares a budget for the Personnel Department and submits to the Board for approval and subsequent submission to the County Commission.
- Monitors expenses to assure that the approved budget is followed.
- Submits bills and invoices to the Administrator for payment.
- Maintains employee files of County employees in accordance with standard practices.
- Oversees and administers County's benefits offerings.
- Communicates and coordinates open enrollment for County health insurance each year.
- Administers and oversees County's workman's comp program.
- Coordinates wellness screenings and all other benefit offerings (flu shots, etc.) for County employees.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

### QUALIFICATIONS

#### **Education and Experience:**

Bachelor's degree in personnel management, business administration, public administration, or a related field and five (5) years of experience in public personnel administration in a full-service merit system, or an equivalent combination of education and experience. Master's degree and supervisory or administrative experience preferred.

#### **Licenses or Certifications:**

- Alabama Certified Human Resource Professional (AAPPA).
- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.

#### **Special Requirements:**

- None

#### **Knowledge, Skills and Abilities:**

- Knowledge of the principles and practices of public personnel administration.
- Knowledge of the standard methods of recruitment, job analysis, job design, compensation and classification, test development, and administration.
- Knowledge of federal, state, and local laws including civil service law, rules, and regulations.
- Knowledge of research techniques and report preparation.
- Knowledge of the principles of management and supervision.
- Knowledge of occupational hazards and safety precautions needed in association with the work of the department.
- Skill in communication techniques, both oral and written.
- Ability to establish and maintain effective working relationships with elected officials, department officials, employees, and the public.

- Ability to set priorities, plan, and implement activities to maximize the efficiency of the organization.
- Ability to communicate effectively, both orally and in writing.
- Ability to independently assimilate facts and draw sound conclusions.
- Ability to prepare clear and concise oral and written reports.
- Ability to use a computer to establish and maintain records and files.
- Ability to type letters and reports using computer software.
- Ability to establish and maintain confidential records.

**PHYSICAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly. Additionally, the following additional physical abilities are required: sufficient manual dexterity to handle paperwork, operate a personal computer, telephone, copier, and other related office equipment. Speaking at a level to convey information, hearing at normal speaking levels, mental acuity, repetitive motion, standing and walking. Visual acuity at a level to view computer terminal, analyze data, read extensively, and at a level to determine accuracy and thoroughness of work assigned.

**WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs. Work may require traveling between locations.

***Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

*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. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or Personnel) Signature

\_\_\_\_\_  
Date

***Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County’s policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.***