

ASSISTANT HUMAN RESOURCES OFFICER

*Director / Risk Management
Officer*

General Statement of Duties

Performs professional work in administering the human resources system for Stokes County. This position is within the Administration Department, and the employee reports to the Human Resources Officer for Stokes County.

Distinguishing Features of the Class

An employee in this class, serves as assistant to the Human Resources Officer in daily operations of Stokes County's personnel. Assists in the development of personnel programs and procedures that will attract and retain employees of the County of Stokes. Other duties and responsibilities include: monitoring current trends and legislation affecting personnel administration and recommends organizational and programs changes to respond to future needs. Works requires an understanding of the laws and regulations affecting the human resources management field, considerable judgement and initiative in the maintaining confidentiality regarding personnel actions. Work also involves special projects assigned by the Human Resources Officer.

Duties and Responsibilities

Performs professional level duties in the functional areas of workers compensation, classification and pay, employee relations, benefits program, affirmative action issues and personnel problems including discipline and dismissal and other personnel functions as needed.

Administers personnel functions including employment screening and referral, employee orientation and exit interview programs, personnel actions processing and coordinates actions with Finance Department staff who performs payroll processing functions such as benefits enrollment and payroll.

Advises the Human Resources Officer on personnel related issues; assists in preparing the budget including forecasting personnel expenditures; confers with departmental heads on policy issues and interpretation; and advises employees on personnel policy and program matters.

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Assists in administering the County's risk management program including worker's compensation and unemployment.

Carries out special projects assigned by the Human Resources Officer.

Knowledge, Skills and Abilities

Considerable knowledge of the theory, principles and practices of personnel administration, including the functional areas cited.

Considerable knowledge of the laws, rules and regulations that apply to personnel policies and practices in the public and private sector.

Considerable knowledge of the trends and modern technology now being implemented in human resources management.

Some knowledge of principles of organization and management, statistical concepts and methods.

Ability to establish and maintain an effective central personnel program and to provide management with cost projects, statistical trends, program accomplishments and recommendations for implementing new programs.

Ability to develop long term plans and goals for the human resources program.

Ability to analyze facts, programs and benefits costs and make recommendations and reports in oral and written forms.

Ability to maintain the confidentiality of personnel records and discussions.

Ability to establish and maintain effective work relationships with other officials, employees and the general public.

Ability to be innovative and creative in designing new programs, proposing policy changes and recommending motivational and organizational development to managers.

Physical Requirements

Must be able to perform the basic life operational skills and reaching, standing and talking.

Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Must possess the visual acuity to prepare and analyze data and figures, accounting, proficient in Microsoft applications such as Word and Excel, extensive reading and using measurement devices.

Desirable Education and Experience

Graduation from a four-year college or university with a major in personnel, business or related human service field; or an equivalent combination of training and experience.