

HUMAN RESOURCES MANAGER / BOARD SECRETARY

General Statement of Duties

Performs responsible advanced human resources and personnel management functions and serves as Clerk/Secretary to the Board.

Distinguishing Features of the Class

An employee in this class performs a variety of duties associated with human resources, personnel management, and Secretary to the Board. Document production and record keeping duties are considered at the advanced level. Duties require tact and discretion in handling personnel matters, HIPAA-related data, workers compensation claims, and other sensitive confidential information.

Work requires knowledge of full organizational operations in order that the role may perform effectively and serve as backup and at a competent level in several roles.

Work requires a significant level of independence, self-initiative, and program knowledge. Precedent setting situations are referred to higher level supervisors. Sound judgment is required in performing tasks. Work is performed under the supervision of the Executive Director and is evaluated through observation, conferences, and the quality and effectiveness of work completed.

Human Resources Manager

Essential Duties and Tasks:

Maintains personnel and medical records; reviews and processes employee evaluations; prepares necessary personnel notices and actions; reviews licensing requirements of employees and applicants; assists employees with certification enrollments; coordinates and/or conducts employee training.

Processes and maintains records related to Applications for Employment; performs background investigations, reference checks, pre-employment physicals and/or drug screens; performs orientation and on-boarding of new staff.

Develops, plans, and implements goals and objectives, policies, and priorities of the human resources programs designed to help achieve the organization's mission.

Coordinates employee benefits programs, facilitates open enrollment for employee benefits.

Assists the Executive Director in implementation and enforcement of the Authority's Personnel Policy; recommends changes or corrections to the Policy. Ensures compliance with regulations including but not limited to FMLA, ADA, HIPAA, USERRA, workers compensation.

Maintains records related to workers compensation; assists with OSHA reporting; assists the Safety Officer with employee training.

Additional Job Duties

May assist with payroll processing; may assist with gathering and reviewing time sheets.

May serve as a backup to other staff as needed.

May perform related duties as assigned.

Recruitment and Selection Guidelines

Thorough knowledge of the theory, principles, practices, and regulations of human resource management preference given to those with experience in the public sector.

Considerable knowledge of organizational development and organizational psychology.

Ability to communicate effectively in oral and written form and to make presentations.

Ability to analyze human resources issues, make sound judgments, and recommend solutions.

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

Ability to maintain confidentiality in all aspects of the position.

Skill in collaborative conflict resolution, customer service and public contact.

Considerable knowledge of office technology including word processing, data base management, presentation software, calendaring, and spreadsheets.

Accuracy in data entry and proofing.

Ability to set and follow appropriate work priorities and meet established deadlines.

Ability to work independently and as a team member.

Clerk/Secretary to the Board

Essential Duties and Tasks: *(Phased in after human resources functions are in place.)*

Serves as Clerk to the Board; prepares and distributes agenda packets; distributes and publishes meeting materials; sets up meeting room for and attends Board meetings; writes minutes of these meetings; processes ordinances, resolutions and other actions of the Board.

Serves as custodian of public records and permanent records including ordinances, resolutions, contracts, agreements, and minutes; executes legal documents and attests to their compliance with general statues and Authority ordinances.

Coordinates and handles public inquiries, public records requests, and similar tasks.

Serves as liaison between Authority officials and the public.

Acts as Notary Public for the Authority.

Processes Allocation Requests in coordination with Engineer and/or Executive Director; maintains related allocations records and documentation.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines: Knowledge (or ability to gain the knowledge)
Clerk to the Board activities, legal framework, advertising requirements, and processes.

Standard and approved practices and procedures employed in the processing, safekeeping and utilization of official Authority records and documents.

North Carolina General Statutes and ordinances governing the responsibilities of clerks.

Ability to exercise sound judgment in making decisions in conformance with laws, regulations, and policies.

Ability to take notes of the proceedings of official meetings and to prepare accurate minutes reflecting the actions taken.

Physical Requirements

Must be able to physically perform the basic life operational support functions of standing, walking, fingering, talking, hearing, and repetitive motions.

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

Must possess the visual acuity to compile data and maintain records, operate a computer terminal, proof read materials, and do extensive reading.

Desirable Education and Experience

Required: Graduation from high school and a minimum of three (3) years of progressive experience in human resources and personnel administration with preference given to candidates with experience in the local government sector.

Desired: Graduation from an accredited four-year college or university with a degree in personnel administration, business administration, or related program or an equivalent combination of education and experience. Preference given to candidates with Human Resource certification. Existing Clerk certification(s) and notary license a plus.