

JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA

PERSONNEL ADMINISTRATOR

JOB GRADE: 19

JOB CODE: 910

Department: Personnel
Reports To: Personnel Board
Date: August 2015
FLSA: Exempt
DOT Ref: 166.117.018

JOB DESCRIPTION

Responsible for the administration of a comprehensive county merit system and ensuring compliance with federal, state, and local laws and regulations. Plan, organize and implement recruitment and testing programs. Maintain a classification and pay system, and employee files. Provide information and interpretation of the rules and regulations for employees and supervisors. Coordinate regular and special meetings and hearing for the Personnel Board. Confer with the Board to provide information and make recommendations on policies, procedures, rule changes, and additions and deletions of classifications.

ESSENTIAL JOB FUNCTIONS

A. Manage the day-to-day operation of the Personnel Department:

1. Respond to inquiries regarding personnel matters from employees, supervisors, and the general public by telephone, in person, or in writing.
2. Recommend changes in policy, procedures, and/or rules which would lead to a more efficient operation.
3. Inform employees and department heads of any changes in Personnel Board policy, rules, etc.
4. Assure that the department heads, commissioners, and Board are informed of any changes in employment laws which would affect the operation of the system.
5. Interpret policies and rules established by the Board by responding to questions from employees and supervisors regarding the application of those to specific situations.
6. Prepare for regular and special Board meetings by preparing agendas & related documents, disseminating them to Board members and informing members of the time and location of meetings.
7. Prepare or oversee preparation of minutes of Board meetings and submits to the Board for approval.
8. Review personnel transactions and forwards to payroll for processing.
9. Recommend and coordinate training for employees and supervisors.

B. Coordinate the filling of positions with the appropriate department heads:

1. Recruit qualified candidates to fill authorized vacancies by preparing job vacancy announcement, advertising in newspapers, professional publications, and mass media as needed.
2. Screen applications to assure that minimum qualifications are met.
3. Administer examinations or evaluate candidates based on training and experience criteria in order to establish eligible lists of candidates.
4. Document the examination procedures according to professional standards.
5. Certify the appropriate number of candidates to departments for consideration in filling vacancies.

ESSENTIAL JOB FUNCTIONS (Continued)

C. Maintain a classification and pay system:

1. Conduct job audits in order to ensure the accuracy of the job description, updates job description, or create new job descriptions.
2. Prepare job descriptions for new classifications by obtaining information from supervisors and incumbents in order to ensure the accuracy of job description.
3. Obtain 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.
4. Recommend deletion of obsolete classifications.
5. Maintain up to date job descriptions for all classifications.

D. Provide information to employees and department heads on disciplinary matters and grievances, and coordinates Board hearings as needed:

1. Provide information on *due process* to department heads and provides assistance in assuring that it is provided to employees.
2. Review disciplinary actions and grievances to assure that proper procedures were followed.
3. Coordinate 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.
4. Answer employee questions regarding their rights under the rules and regulations as it relates to disciplinary matters and grievances.
5. Issue subpoenas.

E. Prepare and maintain files and records pertaining to departmental operation and employees:

1. Prepare a budget for the Personnel Department and submit to the Board for approval and subsequent submission to the County Commission.
2. Monitor expenses to assure that the approved budget is followed.
3. Submit bills, and invoices to the Administrator for payment.
4. Maintain employee files of county employees in accordance with standard practices.

F. Oversee and administer county's benefits offerings:

1. Communicate and coordinate open enrollment for county health insurance each year.
2. Administer and oversee county's workman's comp program.
3. Coordinate wellness screenings and all other benefit offerings (flu shots, etc.) for county employees.

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, SKILLS AND ABILITIES (Continued)

- 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.
- Ability to establish and maintain effective working relationships with elected officials, department officials, employees, and the public.
- Knowledge of occupational hazards and safety precautions needed in association with the work of the department.
- 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.
- Skill in communication techniques, both oral and written.

MINIMUM QUALIFICATIONS

- Bachelor's degree in personnel management, business administration, public administration, or related field plus five (5) years of progressively responsible 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.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.