


**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2012-114**

BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee to approve the following job description within the Finance Department:

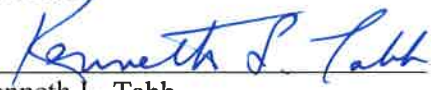
1. Human Resources Specialist

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 24 July 2012



Harry L. Berry
Hardin County Judge/Executive

ATTEST:



Kenneth L. Tabb
Hardin County Clerk

**Hardin County Fiscal Court
Job Description**

Human Resources Specialist

July 24, 2012

**Finance Department
Pay Grade 6**

Job Summary

The purpose of the position of the Human Resources Specialist is to maintain knowledge of legal requirements and government reporting regulations affecting human resources functions, and to ensure policies, procedures, and reporting are in compliance, and to assist the county departments and employees in all human resources related matters.

Major Essential Duties

- Advertises, recruits, interviews, tests, and assists in the selection of employees to fill vacant positions
- Plans and conducts new employee orientation to foster positive attitude toward county goals
- Researches, plans, organizes and conducts training programs for employees in conjunction with Treasurer or Deputy Judge/Executive
- Prepare job descriptions, resolutions for Fiscal Court, and maintain files
- Maintains, updates, and recommends changes to Personnel Policy and Procedures Manual
- Responds to inquiries regarding policies, procedures, and programs
- Administers the county's drug-free workplace training program and renewal activities
- Administers mediation enforcement and agreements
- Participates in the county employee safety and health programs
- Functions as the County Safety Coordinator
- Administers FMLA(Family Medical Leave Act) and Workers Compensation

Minor Essential Duties

- Maintains employee personnel files
- Maintains safety programs and records
- Works with the insurance carrier's Loss Prevention Officer
- Attends workshops concerning H.R. issues
- Maintains membership in H.R. organizations such as SHRM or KHPRA
- Performs other duties as instructed by the Treasurer

Supervisory Responsibility

None

Relationships

The Human Resources Specialist performs duties within the Finance Department under the supervision of the Treasurer with the functional oversight of the Deputy Judge/Executive.

Qualifications

Education and/or Experience

- Associate's level degree from an accredited college in human resources, business management, psychology, or like areas, supplemented with two years experience in some aspect of human resources; or
- Graduate of an accredited high school or equivalent with four years experience in employment, compensation, employee relations, organizational planning or development, training, or other human resources related areas

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, governmental regulations, financial reports, and legal documents
- Ability to respond to sensitive inquiries and complaints from regulatory agencies, business community members, and suppliers of goods and services
- Ability to write reports, business correspondence, and policy and procedure documents
- Ability to make effective presentations on complex topics to employees, business committee members, elected officials or other member of government organizations
- Ability to display strong oral, written, and listening skills

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, and decimals
- Ability to compute ratio and percent, and to draw and interpret graphs

Reasoning Ability

- Solves practical problems while dealing with several abstract and concrete variables.
- Makes decisions which serve the best interest of the County and impact the areas over which authority is exerted

Certificates, Licenses, Registrations

- Human Resources certification preferred
- Maintain a valid Kentucky issued Driver's License

Other Knowledge and/or Skills

- Ability to display mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees
- Ability to use the computer for correspondence, and have a working knowledge of Word, Excel and Adobe

Physical Demands

The physical demands described represent those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3 of regular work day)

Sit
Talk or hear
Use hands to type, handle papers, etc.

Occasionally (under 1/3 of regular work day)

Stand or walk
Reach with hands and arms
Lift and/or move up to 25 pounds
Drive a vehicle

Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

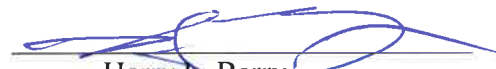
The work environments described in the preceding paragraphs represents those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level is usually moderate.

Comments

- Must Display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the County's best interests
- Must adhere to applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must be 21 years or older
- Must maintain confidentiality in all aspects of the position

Date Approved: 7-24-12


Harry L. Berry
Hardin County Judge/Executive