



**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2016-194**

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 changes and revisions within the Finance Department:

1. Human Resources Coordinator

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 13 December 2016.


Harry L. Berry
Hardin County Judge/Executive

ATTEST: 


Debbie Donnelly
Hardin County Clerk

**Hardin County Fiscal Court
Job Description**

Human Resources Coordinator

December 13, 2016

Finance Department

Pay Grade 12

Job Summary

The purpose of the position of the Human Resources Coordinator is to ensure county policies, procedures, and programs meet legal compliance standards; and to provide support to county departments and employees in all human resources matters.

Major Essential Duties

- Manage staffing and selection processes, including job posting and advertising, recruiting, screening, interviewing, testing, and assist in the selection of employees to fill vacant positions
- Maintain, update, and recommend changes to Personnel Policy and Procedures Manual and ensure consistent application of these policies, programs and procedures
- Provide guidance to Department Heads and assist in development of appropriate performance management solutions
- Assist with the development and implementation of employee programs which may include employee recognition and wellness
- Ensure compliance with Federal Fair Labor Standards Act and Kentucky Department of Labor standards
- Oversee Kentucky Unemployment Insurance claims including files, reviews, hearings, etc.
- Plan and conduct new employee orientation
- Prepare and maintain personnel resolutions for Fiscal Court
- Provide support to all employees including management and Department Heads regarding employee relations matters
- Administer FMLA (Family Medical Leave Act)
- Assist in negotiation, renewal, or replacement of benefit programs
- Administer enrollment/termination of applicable benefit programs including health, dental, vision, life, COBRA for all county employees

Minor Essential Duties

- Prepare and maintain employment records related to hiring, terminations, leaves, transfers, promotions, training, medical records, and key assignment form, if applicable
- Prepare and maintain job descriptions
- Assist Deputy Emergency Management Director with changes to the County's Workers' Compensation Guidelines
- Assist the Workers' Compensation Claims Coordinator
- Attend training and maintain membership in H.R. organizations such as SHRM or KHPRA

- Perform other duties as instructed by the Treasurer
- Administer the county's drug-free workplace training program and assist Deputy Emergency Management Director with renewal activities
- Collect and maintain data to complete surveys, reports, etc.
- Administer mediation enforcement and agreements

Supervisory Responsibility

None

Relationships

The Human Resources Coordinator performs duties within the Finance Department under the supervision of the Treasurer.

Qualifications

Education and/or Experience

- A Bachelor's level degree from an accredited college in human resources, business management, psychology, or like areas, supplemented with five years of experience in some aspect of human resources; or
- An Associate's level degree from an accredited college in human resources, business management, psychology, or like areas, supplemented with seven years of experience in some aspect of human resources; or
- Graduate of an accredited high school or equivalent with ten years of experience in employment, compensation, employee relations, organizational development, training, workers' compensation administration, benefits, or other human resources related area.

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 advanced skills in Microsoft Word, Excel, Powerpoint and Adobe Acrobat

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 sign a form agreeing to non-disclosure of confidential information

Date Approved: December 13, 2016


Harry L. Berry
Hardin County Judge/Executive