

## Belknap County Human Resources



### Overview

Human Resources is a part of the County's general administrative services. The primary duties include handling the employment process, managing the employee benefits program(s), classification and compensation, maintaining employee records, coordinating employee training, labor relations, employee counseling on rights, personnel matters, and conducting human resources strategic planning within both unionized and non-unionized environment(s). These duties are described in more detail below.

#### **Employment Process Duties**

Ensures that the County operates under a fair personnel system by overseeing the activities of the recruitment process. This includes coordinating recruitment activities such as posting vacant positions and removing the postings upon closing, planning/creating/editing recruitment schedules, preparing and sending advertisements, receiving and processing applications/resumes, compiling and maintaining EEO (Equal Employment Opportunity) information, preparing manuals used in interviews, training other department staff on the use of proper recruitment systems & procedures, maintaining positive employee relations, serving as a resource for the public, employees, departments, and supervisors with respect to recruitment, policies and procedures, and human resource related issues.

#### **Benefit Program Administration Duties**

Manages the County's employee benefit programs and ensures that the programs remain cost-effective while meeting the needs of the employee population and County management. Benefits include health, paid leave, workers compensation, flexible spending accounts and COBRA (Consolidated Omnibus Budget Reconciliation Act) as well as voluntary benefits such as dental, life insurance, STD and a 457 Plan. Duties include benefits planning, implementation and administration for both active and retired County employees, educating employees on the various health plan options, determining eligibility of, and maintaining compliance of & monitoring for leave administration; managing worker's compensation; ensuring compliance with the Family Medical Leave Act and Americans with Disabilities Act as they relate to employment matters; and planning, implementing and administering a wellness program that seeks to reduce claims cost and meet the needs of both County Administration and our employees as administered by our insurer.

#### **Classification and Compensation Duties**

Manages the County's classification and compensation system; maintains and updates job descriptions in conjunction with department heads to recommend changes, assist in identifying organizational impacts and estimating costs.

## **Belknap County HR Department**

### **Employee Records Duties**

Maintain employee records. This includes processing and auditing status change or personnel actions to ensure correct and timely processing, verifying accuracy and completeness of the forms, labor grade, step and personnel information, creating, maintaining and updating personnel history of all County employees in our County-wide ERP, maintaining employee personnel files and confidential file system, computing and maintaining statistical information pertaining to the Human Resources component of the County ERP; maintaining a variety of personnel records and performing related posting and calculations; tracking when performance evaluations are due and sending reminders to departments to ensure timely completion; tracking step increments and probationary evaluations; tracking and processing all COLA (Cost of Living Adjustment) increases, merit increases, and contractual increases.

### **Employee Training Duties**

Plans, develops, implements, coordinates or conducts County-wide training programs such as employee orientation, safety and loss prevention, general staff development and the annual open enrollment benefit informational sessions. Additionally, Human Resources is responsible for planning, developing, administering, and coordinating the County employees' safety and accident prevention program, maintaining and updating the County's Written Safety Program and plans, reviewing and performing follow-up actions concerning recommendations, suggestions, and findings of the Joint Loss Management Committee. The Chair of the JLMC provides considerable assistance in leading the County's safety related initiatives.

### **Labor Relations**

The Human Resources Director serves as a member of each of the County's Union negotiating teams coordinating the work of the teams in drafting contract proposals, responding to Union proposals and providing guidance to management of the intent, content, and application of collective bargaining agreements. Manages employee relations, including counseling employees, and guiding and advising supervisors in personnel matters. Acts as an information resource for employees' and supervisors' questions. Also responsible for interpreting policy, resolving personnel issues, and participating in grievance hearings, arbitration fact finding and mediation as needed.